

Annex A: Documents required for a security clearance

Document	Purpose
Full birth certificate	<p>A primary means of identifying the candidate, which:</p> <ul style="list-style-type: none"> • provides citizenship details • provides birth dates and birth places of the candidate • can provide birth dates, birth places and occupation of parents. <p>If full birth certificate not available, the following are acceptable:</p> <ul style="list-style-type: none"> • extract or notarised record of birth • certificate of adoption • other documents such as religious records (especially for people born overseas) in conjunction with the statutory declaration.
Deed poll	<p>A legal document that:</p> <ul style="list-style-type: none"> • advises a formal change of name • states the previous name and the current name.
Citizenship certificate	Document confirms citizenship and the date and location of the grant of citizenship.
Marriage or divorce certificates	<p>Marriage certificate provides details of a spouse and witnesses and the location of nuptials (helps to corroborate other information).</p> <p>Divorce certificate (<i>decree nisi</i> or <i>decree absolute</i>) to corroborate other information, required for each divorce.</p> <p>Candidates do not need to provide other evidence of previous marriages if divorce papers (<i>decree nisi</i> or <i>decree absolute</i>) are provided.</p>
Travel or residency documents	<p>Examination of the passports may help identify citizenship of, residence in, or visits to foreign countries.</p> <p>Provide copies of cover pages and any longterm residency visas.</p>
Current driver's licence	<p>Helps corroborate identity, as well as provides evidence of current, and possibly previous, residential addresses.</p> <p>Also required for the criminal records check.</p>

Document	Purpose
Evidence of current residential address	<p>Establishing a current and previous residential addresses will assist in further corroborating a candidate's identity.</p> <p>Proof of current and previous residential addresses can be provided by anyone, or a combination, of a number of items such as:</p> <ul style="list-style-type: none"> • utilities and telephone bills • rental agreements • land titles • personal documents such as driver's licences. <p>If other personal documents provided are sufficient evidence of your residential address, additional documents are not required.</p>
Educational documents	<p>Courses taking during the required checking period can help when cross-referencing past and present addresses, periods of unemployment and overseas travel.</p> <p>For copies of missing academic qualifications, contact the appropriate educational facility.</p>
Evidence of previous employment	<p>If previous employer checks are not possible, employment documents will assist in corroborating employment history (for example, pay slips, group certificates). Employment history may corroborate personal information, including, for example, qualifications and travel history.</p>
Discharge certificate or military service record	<p>Provides details about service in the armed forces and helps check identity and confirm employment.</p>
Recent photograph	<p>To corroborate the validity of identity documents that contain photographic identification and to assist identify applicant to referees.</p>

Some of these documents will be required at the recruitment stage, others will need to be presented during the security vetting process. Departmental security officers will give instructions to candidates.

If a candidate has lived outside New Zealand for more than six months, he or she may be required to obtain credit and criminal records checks from the country or countries the candidate has been resident in.

For more information on the evidence of identity standards, refer to the DIA website.