



## IDENTIFICATION POLICY

### 1. Policy purpose and background

- 1.1. The Optometrists and Dispensing Opticians Board (ODOB) is required to confirm the identity of all applicants applying for registration or restoration of registration as an optometrist or dispensing optician.

### 2. The scope of this policy

- 2.1. All applicants for registration or restoration are required to provide proof of their identity.
- 2.2. This policy applies to all applicants who wish to be registered by the ODOB.

### 3. Acronyms and abbreviations

- 3.1. The following acronyms and abbreviations are used in this policy:

Aotearoa New Zealand	NZ
Optometrists and Dispensing Opticians Board	ODOB
Trans-Tasman Mutual Recognition Act 1987	TTMR Act

### 4. Definitions and interpretation

- 4.1. The following definitions and interpretations are used in this policy:

Good standing (professional status)	A practitioner who, in the past five years, has not been the subject of: <ul style="list-style-type: none"><li>any concerns about their ability to perform the functions of their scope of practice due to a mental or physical conditions.</li><li>a competence review or required to complete a competence programme.</li><li>any disciplinary/ conduct proceedings, and</li><li>any complaints with the ODOB, HDC, or overseas authorities.</li></ul>
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### 5. Identification Documents

- 5.1. To establish the identity of an applicant the ODOB requires two forms of identification documentation. One form of ID must include a photograph.
- 5.2. A primary identification document can be any one of the following:
- 5.2.1. Passport (current or expired within the last two years)
- 5.2.2. Aotearoa New Zealand Firearms Licence
- 5.2.3. Aotearoa New Zealand full birth certificate, issued on or after 1 January 1998<sup>1</sup>

<sup>1</sup> The Children's Regulations 2015 states that a NZ Birth Certificate may only be used as a Primary Identity document if issued on or after 1 January 1998 and carrying a unique identification number.

- 5.2.4. Overseas birth certificate
  - 5.2.5. Aotearoa New Zealand citizenship certificate
  - 5.2.6. Valid Aotearoa New Zealand refugee travel document<sup>2</sup>
  - 5.2.7. Valid Aotearoa New Zealand certificate of identity (issued under the Passports Act 1992 or the Immigration Act 2009)<sup>3</sup>
- 5.3. A secondary/ supporting identification document can be any one of the following:
- 5.3.1. Drivers Licence (current or expired within the last 2 years)
  - 5.3.2. Kiwi Access Card (replaced 18+ Card)
  - 5.3.3. Tertiary Education student ID, valid in last 12 months and includes surname, first name or initials, date of birth, and photo.
  - 5.3.4. NZ Electoral Roll Record
  - 5.3.5. Inland Revenue letter with IRD number, full name, and address
  - 5.3.6. Marriage certificates and other immigration documents are supplementary documents, not secondary documents.
- 5.4. Changes in Identity
- 5.4.1. Where an applicant has had a change in their identity, proof of this change must be provided which references the previous identity. This could include:
    - a) Marriage/ civil union certificate or
    - b) Name change by deed poll certificate or
    - c) Proof of any other change.

## 6. Submission of documents

- 6.1. Applications for new graduates, all optometrists' scopes, including applicants via the Trans-Tasman Mutual Recognition Act 1987 (TTMR Act), dispensing opticians, and those seeking restoration to the Register may provide their documents electronically (certified colour copies) in the first instance.
- 6.2. The ODOB reserves the right to ask for certified hard copies to be posted, unless the document can be independently verified.
- 6.3. Overseas qualified applicants must provide as certified hard copy of documents by post if requested, unless the document can be independently verified.
- 6.4. All documents in a language other than English must be translated by an accredited translator. Relevant supporting documents must accompany translators, such as the details of accredited translators.
- 6.5. Documents will be verified to ensure they are consistent with published guidelines, for example, Department of Internal Affairs (DIA) Evidence of identity document fact sheets, PRADO - Public Register of Authentic travel and identity Documents Online.

## 7. Other documentation provided

- 7.1. Applicants for registration also supply other documentation which can help confirm their identity such as evidence of qualification, or certificate of good standing with a registration body. References for overseas applicants may also be used to confirm an applicant's identity.
- 7.2. Inconsistencies between application documents must be accounted for in a clear and logical manner.

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<sup>2</sup> A refugee travel document is valid for a maximum of 5 years.

<sup>3</sup> A certificate of identity is valid for a maximum of 2 years.

<https://www.passports.govt.nz/what-you-need-for-your-application/certificate-of-identity-or-refugee-travel-document/>

## 8. Consideration of alternative or lack of identity proof

- 8.1. Where an applicant is unable to provide two ID proof as listed at section 5 above, they may provide alternative ID proof as available. An explanation of why alternative or lack of ID proof is submitted must accompany the application.
- 8.2. In such cases that alternative or limited ID proof is supplied with the application, the application will be referred to the Executive Committee for review and a decision.

## 9. Related legislation, policies, and procedures

- 9.1. *Registration policy*

Revision history			
Version	Changes	Approval date	Next review
v1	Drafted as a result of the ODOB's 2022/2023 transformation programme that included a full review of key policies.	January 2024	2027