

## Support Staff / Home-Based Educators / Contractors

### Volunteers/ Board Members

RKA requires the following documentation:

#### TWO forms of ID

One primary and one secondary. One must be photographic.

#### Primary ID includes:

- Passport (*NZ or Overseas*)
- NZ Full Birth Cert (*on or after 1998*)
- NZ Firearms Licence
- NZ Citizenship Certificate
- NZ Certificate of Identity

#### Secondary ID includes:

- NZ Driver Licence
- 18+ Card
- NZ Full Birth Cert (*before 1998*)
- Community Services Card
- IRD Number
- NZ issued utility bill (*less than 6 months old*)
- NZ Teachers Registration Certificate
- NZ Electoral Roll Record
- International Driving Permit

**Evidence of name change** must be provided if the two documents have different names (*e.g. through marriage/civil union*)

We also require:

- **Proof of residential address** – *eg power/phone bill or similar*
- **Proof of eligibility to work in NZ** –*if not NZ Citizen*
- **Proof of enrolment in Teaching Qualification** *In-training Teachers*
- **Completed Police Vetting form** – *RKA will provide this form*