

[Knowledgebase](#) > [Applying](#) > [How to apply](#) > [What Proof of Identity documents are required?](#)

What Proof of Identity documents are required?

Sarah Ryder - 2025-07-09 - [How to apply](#)

The Government requires us to verify your identity if you are enrolling in a programme of study with us. We are required to verify your:

- Full legal name
- Date of birth
- Gender
- Citizenship or residency status

If you already have an active National Student Number (NSN), please include this number during the application process. If you don't have an NSN, you will need to go through the full identity verification process.

To verify your identity, you can bring your original documents to be sighted by one of the Enrolments staff at the following NMIT locations:

- Nelson Campus - 322 Hardy Street, Nelson
- Richmond Campus - 390 Lower Queen Street, Richmond
- Marlborough Campus - 85 Budge Street, Blenheim

Alternatively, you can email enrolments@nmit.ac.nz with a certified copy. A certified copy means a photocopy, photograph or scanned copy that has been endorsed as a true copy of the original document. To be certified, the document must be certified by an official of the issuing authority or a person authorised by section 9(1)(a) to (h) of the Oaths and Declarations Act 1957, such as a Justice of the Peace (JP), Court Register or Deputy Registrar.

The document types for **New Zealand citizen** are:

- A New Zealand birth certificate or
- A New Zealand passport (an expired passport that has not been cancelled is acceptable) or
- A New Zealand certificate of citizenship or
- If a learner is unable to obtain a birth certificate, [a statement of Whakapapa including date of birth countersigned by a Kaumatua](#)

The document types for a **New Zealand resident** are:

- A passport with a current residence class visa (a passport with a visa label) or
- A passport, and letter or email, confirming a current residence class visa (label-less visa, followed by confirmation with Immigration New Zealand, where appropriate), or
- A certificate of identity from Immigration New Zealand if the learner is a refugee.

The document types for an **Australian citizen or Australian permanent resident** currently residing in New Zealand:

- An Australian birth certificate issued before 20 August 1986 or
- An Australian passport or
- A passport with a current Australian Resident Return Visa issued by the Australian government.

International applicants must provide an original or certified copy of their passport and visa.

Related Content

- [What does Verified mean in MyNMIT?](#)