

# Documentation Guideline

The OTBNZ is required to verify your identity, qualifications and any other documentation provided as a part of the registration process. Wherever possible this is completed using an online process, however some applicants are required to supply original or certified printed documentation for verification.

Printed documentation can be provided to the OTBNZ at the following address:

<b>Courier address:</b> Occupational Therapy Board of New Zealand Level 5 22-28 Willeston Street Wellington 6011 New Zealand	<b>Postal address:</b> Occupational Therapy Board of New Zealand PO Box 9644 Marion Square Wellington 6141 New Zealand
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## Online verification

The OTBNZ utilises online tools for verification wherever possible. This includes registration verification, criminal conviction checks, English language test results and qualification checks. Where a document may be independently verified online the applicant may submit a digital copy of the document. The source for verification must be clearly visible on the document.

## Overseas Qualified applicants

Overseas qualified applicants must provide original or certified printed copies of documentation by post or courier to the OTBNZ. This includes:

- Identification documents (including proof of any name changes)
- Certificate/s of good standing
- Occupational Therapy Qualification Certificate/s (where online verification is not available)
- Academic Transcript/s
- Academic Syllabus/ Detailed course description

Applicants may be offered the opportunity to apply for Primary Source Verification in lieu of providing hard copy documentation. The cost of this service is to be met by the applicant.

## Other applicants

New graduate, TTMRA and Restoration applicants are not required to routinely provide printed copies to the OTBNZ however they must be prepared to provide hard copy documentation that meets the documentation standards when requested by the OTBNZ.

## Documentation certification process

We understand that many of the documents required for your application are important documents you will want to keep with you. In order for this to occur you have the option of providing certified copies of these documents. Your original and copied documents will need to be presented to an official who is authorised by law to certify documents (such as a solicitor or justice of the peace) and ask them to sight the original on our behalf and certify a copy advising us that they have done so.

If you are living overseas and in a country that is not a Commonwealth country, we would prefer you to present your original documents to an official authorised to take declarations under the NZ Oaths and Declarations Act 1957 in that country and ask them to certify the documents for you. These officials are a commonwealth representative, judge, notary public or a solicitor of the High Court of New Zealand.

## How to certify documents for the OTBNZ

A certifying official may be a Justice of the Peace, Commissioner for Oaths, Solicitor or Notary Public, and must comply with all the standards below. We cannot accept documents that are not certified according to the standards – if you do submit incorrectly certified copies, you will be asked to provide correctly certified copies which may result in a delay to your application.

The certifying official must:

- Sight the original document and its copy
- Sign the copy on the front of the page
- Print his/her name under the signature
- State his/her position or designation
- Endorse the copy with his/her official seal (where applicable)
- Provide his/her contact information to enable the OTBNZ to seek verification
- Ensure that the certified copy bears the statement: "Certified true copy of original document sighted" or "Certified original sighted – and that this is a photocopy of that original".

Please submit the hard copy of your certified document to the OTBNZ at the above – we cannot accept a document which is faxed or emailed, or a photocopy of a certified document.

## Return of original documents

The OTBNZ will take all reasonable care of original documents supplied, in accordance with the privacy policy. However, OTBNZ takes no responsibility for the loss or damage of documents in the mail or otherwise.

If the practitioner requires the return of original documentation, they must:

- state this clearly on the initial application
- provide a means for return – a stamped self-addressed envelope or a payment to cover the cost of return.

Hard copy documents are routinely date stamped and holes punched for filing, unless otherwise requested at the time of provision.

Last review: November 2020