

Issued by New Zealand International Students' Association, 23rd November 2021 (*in collaboration with Product Aotearoa*)

If you are an International Student in New Zealand, or a migrant who does not have a NZ Drivers License, NZ Passport or Citizenship certificate (e.g. you do not yet have citizenship), then there are some extra steps you need to take to get the NZ Vaccine Pass.

This vaccine pass will be required at most businesses such as gyms, public events, hospitality, etc. starting from Friday 3rd December. Your My Vaccine Pass will include your name, date of birth and a QR code. You can save it on a digital device, like your phone, or print a physical copy.

Option 1: Call the My Covid Record Helpline 0800 222 478

- They may be able to help you obtain a vaccination pass using your available identity documents
 - Ensure you have your full name, email address and mobile number ready.
 - They may ask for your passport or other ID document, so have this available when you call them.
- However, there may be very long wait times
- Some of the operators may not be able to help or may tell you to use your RealMe account

Option 2: Apply using a <u>verified</u> RealMe account

- A verified RealMe account is different to an ordinary RealMe account that you may have used to register for your courses or for immigration purposes
- Ensure you get your RealMe account verified, **BEFORE** registering for an account on the MyCovidRecord website

 Go to the RealMe website <u>https://www.realme.govt.nz/</u> and hit 'Get Verified' in the top-right corner



 If you have an existing (non-verified) RealMe account, log in on the next page, otherwise select 'Create your RealMe Login'



• Select 'Verify your identity' and this is the page you will see, then select 'Continue'



To verify your identity there are 2 steps:



1. Provide proof of your identity

You'll need 1 of the following identity documents handy:

- NZ passport
- NZ citizenship certificate
- NZ birth certificate
- NZ immigration certificate

Using your NZ passport or citizenship is the easiest way to apply.



2. Take a photo of your face

Depending on your situation, you may be able to take your own photo (selfie) or you may have to go into a photo store and have your photo taken by someone else.

We will tell you what options you have once you've completed step 1.

If you take your own photo, you will need to be:

- using a device with a camera
- in front of a plain background
- From the set of options to prove your identity select 'None of these'
- You'll now be asked questions about your identity details, details of your visa, country of origin, etc.
- Next it <u>may</u> allow you to verify your identity by taking your own photo
 - See the instructions on this page about how to do this: <u>https://www.realme.govt.nz/how-apply/taking-your-own-photo/</u>
- Taking your own photo may not work or the system may not allow you to do this depending on the identity information you supply
 - If it doesn't work, then follow the remaining steps to submit your application
 - Below is what you will see, telling you to visit a photo store to get the photo taken



Thanks, you're almost done! Now we just need a photo to prove you're really you

\bullet	Visit a participating photo store
	Your application number
	We'll send you an email detailing what to take with you to the photo store.
	Find a participating photo store

You'll need to have your photo taken before **Constant Source** otherwise your application will expire.

 Note: The verification application has an expiry date. This has made it difficult for people to visit a photo store, especially if their area is still in Alert Level 3. This means, the verification process will take a lot longer for our immigrant community who has been advised to visit a photo store.

Under Covid-19 Alert Level 3 restrictions, participating photo stores in your region may be closed. If you are unable to visit a photo store before this application expires, you can re-apply once photo stores in your area have opened. Please visit our website for up to date information on access to photo stores <u>https://www.realme.govt.nz/how-apply/findparticipating-photostore/</u>.

- You'll then receive an email with information about where to go to get your photo taken and what documents you need to take with you
 - If you are under 14, you'll need your parent or a guardian to sign a consent form and come with you to have your photo taken
- They will send your photo to Department of Internal Affairs
- Within 5 working days you'll be notified if verification has been completed
- These instructions can also be found here: <u>https://www.realme.govt.nz/how-apply/</u>

Once you receive confirmation of your RealMe verified status, you can then sign up at the MyCovidRecord website:

• From the main page at https://mycovidrecord.health.nz/, select 'Sign up'



Click 'Continue'



 Make sure you select the second option 'Sign up with an existing verified RealMe identify'

My Heal	th Account
	Sign up
	Sign up using your email address
	Sign up with email
	OR
	Sign up with an existing verified RealMe identity.
	Real RealMe
	Already have a My Health Account? Log in
	© Ministry of Health – Manatū Hauora

• Log in with the account you created earlier on the RealMe website:

Login with RealMe

You've been redirected here so you can log in with RealMe

Username		
Password		
LOGIN		

Forgot Username or Forgot Password?

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- Note: You may be prompted for a security code depending on what security options you set up for your RealMe account ensure you have your phone handy for this
- Once you have successfully logged into the MyCovidRecord site, you should see the homepage for your records select 'Request pass or certificate':

Proof of vaccination status

Request **My Vaccine Pass** for use in Aotearoa New Zealand or an **International Travel Vaccination Certificate** for use overseas. This will take 1-2 minutes and your pass or certificate will be emailed to you within 24 hours.



About passes and certificates

• Select 'My Vaccine Pass' - this is the pass you'll use inside NZ, the other option is if you need a pass to travel outside NZ (as this is different):

elect a pass or certificate		
 My Vaccine Pass for use within Aotearoa New Zealand International Travel Vaccination Certificate for use overseas 		
Continue	Quit	

- From the next screen, ensure your details are correct and hit the 'Request pass' button at the bottom
- You should receive an email within a few minutes containing a PDF attachment with your physical pass - it is advisable for you to print this out
- If you have an Android or iPhone, you can also download the pass to the payment app on your device - see the info in the email about how to do this

- It is also a good idea to save the PDF file with the certificate to your device so you can open that if required
- When using your vaccine pass, ensure you also have a photo ID with you, as businesses need to confirm that the name and date of birth on the pass matches your ID

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