

## Get my credit report

Please complete and send this application form to request access to your credit information held by Centrix. Please provide the information below. **The details marked \* are mandatory.** This information is necessary to identify you and to enable us to undertake an accurate check for your information. Please note, this is an editable form, you can type your responses in the spaces available.

### Name details

Surname:\*

First Name:\*

Middle Name:

If you are known by just one name, please provide it in the Surname field above and tick this box.

Date of Birth (day/mth/year):\*

Gender:\* Male

Female

Other

Any other Surname you have used:

Any other First Names you have used:

### Current and previous addresses

Current Street Address:\* No.

Street:

Suburb:

City/Town:

Postcode:

***If you have been at this address for less than 3 years please provide your previous address.***

Previous Street Address:\* No.

Street:

Suburb:

City/Town:

Postcode:

Phone Number (for contact purposes only):

### How would you like your Credit Report to be provided to you?

Your Credit Report will be provided to you free as soon as reasonably practicable, usually within 10 working days of your request (excluding weekends/public holidays). We have to take steps to ensure that your Credit Report is only received by you. When selecting a delivery option you need to consider who else may have access to the delivery option you choose. Please tick an option below and provide details of the address:

Email to this address:

Post to current address above

Post to this address:

By choosing the delivery option above, you are confirming to us that you will be the recipient of your Credit Report when we deliver your report to you this way.

Before we can supply your Credit Report, we need to take precautions to check your identity. Please provide a copy of your current driver licence or passport or other photo ID. If you supply your New Zealand driver licence, we will verify your details with the NZTA and you consent to us doing this. Tick the supplied option:

Passport      Driver Licence      Other:

## Privacy Notice

### Use of your information

The information you provide us is used to confirm your identity and to satisfy ourselves that we are providing your Credit Report to you, and not someone else. If you do not provide this information, we may not be able to provide your Credit Report. If we cannot satisfy ourselves of your identity, we may require further information from you, or we may not be able to provide your Credit Report.

### Identification Verification Information (ID)

Your ID information may be shared with third parties for verification: NZ Driver Licence details is shared with Waka Kotahi NZTA and NZ Passport details is shared with Dept of Internal Affairs. Please refer to the relevant third party's privacy policies for how they handle your personal information. Once we have completed the ID verification process, we securely destroy your ID information, except NZ Driver Licence details which we retain in a hashed form and used for matching purposes only to ensure your credit information is linked to you and no one else.

### Update or create your Centrix credit file

If you consent, your name, address and date of birth will update your Centrix credit file to ensure we have the most recent and accurate information, or if you we do not currently have a credit file, will be used to create a record. This information may be available to our subscribers when checking your Centrix credit file in the future. For further details see the Privacy Statement on our website at [www.centrix.co.nz](http://www.centrix.co.nz).

Please tick this box if you **do not consent** to your name, address and date of birth being used to update or create your Centrix credit file.

### Access, Correction and Summary of Rights

We will give you reasons if we are unable to provide your Credit Report. If you believe information in your Credit Report is incorrect, please contact us and provide details of the incorrect information including any supporting documentation you may hold. Details of our Correction Procedure, Complaints Procedure and a Summary of your Rights can be found on our website at [www.centrix.co.nz](http://www.centrix.co.nz).

## Acknowledgements

I confirm that:

I am requesting access to my own Credit Report and the details I have provided are true and correct.

I have read and understood the Privacy Notices.

I have carefully chosen a Delivery Option to ensure I will receive my Credit Report.

Signature:

Date:

Please send this form, along with your Identification Verification Information to:

**Attention:** Customer Services, Centrix Group Limited, P.O Box 62512, Greenlane, Auckland 1546.

Or scan and email to [mycreditreport@centrix.co.nz](mailto:mycreditreport@centrix.co.nz) Phone: 0800 236 874