

New Zealand Police Vetting Service

Guide to completing the Vetting Request and Consent Form

Section 1

This section is to be filled out by the agency submitting the vetting request, not the person being vetted.

The purpose of the first section is to provide the Vetting Service with the information required to process the application correctly in accordance with the appropriate legislation. If the role information provided is not consistent (e.g. teacher entered with healthcare as the primary role), your application will not be processed.

The New Zealand Police Vetting Service must comply with the Criminal Records (Clean Slate) Act 2004. Your answers to the following questions will assist us in determining what section of the Act applies to this vetting request. See [Section 3](#) for more information about the Clean Slate Act.

Role Details

Name of Approved Agency submitting vetting request:

Only Approved Agencies can submit vetting requests. If your agency has not registered with the Police Vetting Service and signed the Approved Agency Agreement (AAA) you can apply to do so from the following link:
<http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

Name of Applicant to be vetted:

Write in here the full name of the applicant to be vetted, please include middle names as well as full forms of abbreviated names (e.g. Michael instead of Mike)

Description of Applicant's Role:

Please provide a short description of the applicant's role here, e.g. Caregiver of Children, Homestay Parent, or teacher. Do not include vague terms such as volunteer or helper

Applicant's Purpose

Employee: Applicant works for your agency and receives payment.

Contractor/Consultant: Applicant works for a separate agency but has been hired to do work for your agency.

Volunteer: Applicant works for your agency but does not receive payment.

Please note that volunteers are not subject to the requirements of the Vulnerable Children Act 2014 (VCA) but may still undergo a standard Police vet.

Vocational Training: Your organisation provides training for the applicant for a profession that meets the New Zealand Police Vetting Service Criteria, e.g. social worker student on work experience as part of their study.

Licence/Registration: Applicant is required to be licensed/registered for a particular profession that meets the New Zealand Police Vetting Service Criteria.

Other: The purpose of this request does not fit with any of the other listed options.

What group(s) will the applicant have contact with in their role?

Please select one or more groups that the applicant will have contact with as part of their role for your organisation.

What is the applicant's primary role for your agency?

This question helps determine what section of the Criminal Records (Clean Slate) Act 2004 applies.

Please select the option that best describes the applicant's main role.

If more than one is applicable please choose the one that they will do the most, (e.g. for a teacher select education). See [Appendix 1](#) for more examples.

For more information, please see the Criminal Records (Clean Slate) Act 2004:

<http://www.legislation.govt.nz/act/public/2004/0036/latest/DLM280840.html> and Section 3 of this guide.

Is this request mandatory under the Vulnerable Children Act 2014 (VCA)?

Please specify whether this is a mandatory vet under the VCA (section 23(1)) and, if so, whether the applicant is a core or non-core worker:

A **children's worker** means a person who works in, or provides, a regulated service, and the person's work—

- a. may or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
- b. takes place without a parent or guardian of the child, or of each child, being present.

A **core children's worker** means a children's worker whose work in or providing a regulated service requires or allows that, when the person is present with a child or children in the course of that work, the person—

- a. is the only children's worker present; or
- b. is the children's worker who has primary responsibility for, or authority over, the child or children present.

A **non-core children's worker** means a children's worker who is not a core worker.

If this is a mandatory VCA request please specify the check reason.

New Children's Worker: Applicant is working for the first time in your organisation in a children's worker role. This includes vocational training.

Existing Children's Worker: Applicant currently works for your organisation in a children's worker role.

VCA Renewal: Subsequent VCA vetting request for an existing children's worker, required once every three years.

For more information regarding the Vulnerable Children Act 2014 please go to:

www.childrensactionplan.govt.nz

The Vulnerable Children Act 2014 legislation is available at:

<http://www.legislation.govt.nz/act/public/2014/0040/45.0/whole.html#DLM5501618>

Evidence of Identity:

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Vulnerable Children Act Regulations 2015.

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on or after 1998¹)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- 18+ card
- NZ Full Birth Certificate (issued before 1998)
- Community Services card
- SuperGold Card
- NZ Employee Photo Identification Card
- NZ Student Photo Identification Card
- Inland Revenue number
- NZ issued utility bill (*issued not more than six months earlier*)
- NZ Teachers Registration certificate
- NZ Electoral Roll Record
- International Driving Permit
- Steps to Freedom Form

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

If an applicant is unable to meet the requirements for evidence of identity, please contact the Police Vetting Service at qa.vetting@police.govt.nz.

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

Assertion of a RealMe verified identity

Approved Agencies who have integrated with RealMe to accept an online assertion of an individual's RealMe verified identity may use this instead of sighting two forms of identity documents.

For information on how your organisation can integrate with RealMe, please see:

<https://www.realme.govt.nz/realme-business/how-realme-works-businesses/implementing-realme/>

¹ The Vulnerable Children Regulations 2015 states that a NZ Birth Certificate may only be used as a Primary identity document if issued on or after the 1st of January 1998 and carrying a unique identification number.

Use of a 'delegate' to verify an applicant's identity

The agency representative submitting the vetting request may delegate the sighting of identity documents to another person within their organisation.

For example:

- The agency representative may delegate authority to front counter/reception staff to verify an applicant's ID.
- The agency representative may delegate authority to staff in their offices around NZ to verify an applicant's ID.

Use of an Identity Referee to verify an applicant's identity

Evidence of Identity checks may be completed by an Identity Referee, outside of your organisation, where it cannot be carried out by you in person e.g. when completed consent forms are received via email, not in person.

An Identity Referee must:

- be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee) or registered with the Approved Agency.
- be over 16 years of age.
- not be related or a partner/spouse.
- not be a co-resident of the applicant.

To verify an applicant's identity, the Identity Referee must:

1. Sight the original versions of each identity document.
2. Compare the photographic image with the applicant to confirm they are the same person.
3. Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
4. Provide his or her name and contact details.
5. Send the signed identity documents to the Approved Agency.

Section 2: Personal Information

The purpose of this section is to provide the Vetting Service with enough information in order to carry out the vetting request.

The following information is mandatory when submitting a request for Police vetting:

- **Applicant's name** (if the applicant goes by a single name e.g. Madonna, please select the single name check-box when submitting the request via the website)
- **Gender**
- **Date of Birth**
- **Place of Birth**
- **Permanent Residential Address**

The following information is not mandatory but assists the Vetting Service in locating the correct identity in Police systems:

- **NZ Driver Licence number:** If the applicant does not hold a NZ licence please leave this field blank.
- **Additional aliases:** It is extremely important that any aliases the applicant is known by, e.g. maiden names, are entered as part of the vetting request.
Information for the same person can sometimes be held under different names in the Police system and these names may not be linked to the same person.

Section 3: Consent to release information

What is Clean Slate and will my convictions be released?

The Criminal Records (Clean Slate) Act 2004 states that if you meet certain criteria your convictions will be automatically concealed.

You must meet all of the following criteria in order to be eligible to have your conviction history concealed:

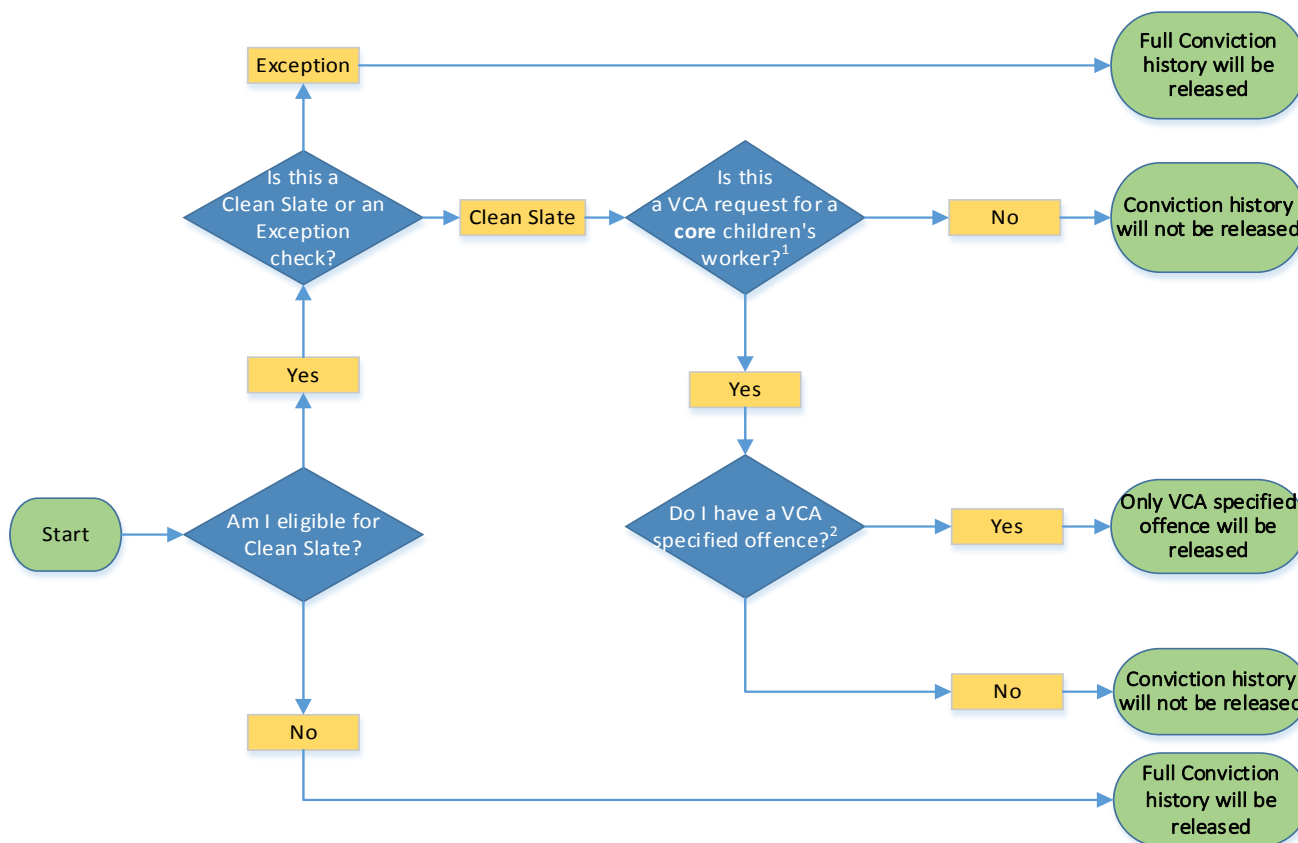
- No convictions within the last 7 years
- Never been sentenced to a custodial sentence (such as prison, corrective training or borstal)
- Never been convicted of a [specified offence](#)
- Fully paid any fine, compensation, reparation or costs ordered by the court in a criminal case
- Never been banned from driving until further notice (indefinite disqualification)
- Never been held in hospital by the court in a criminal case instead of being sentenced, due to your mental condition.

There are some circumstances in which your full conviction history will be released **even if** you meet all of the above criteria.

If **caregiving of children** is selected as the primary role of the applicant on page one of the form, this will be an 'Exception' check (under [section 19 of the Clean Slate Act](#)).

If **education, healthcare, caregiving of adults or other**, is selected as the applicant's primary role, it will be a 'Clean Slate' check (under [Section 16 of the Clean Slate Act](#)).

Follow the flow chart below to see if your conviction history will be released.



1. For the full definition of a Core Worker see [page 2](#) of the user guide under 'Is this a Mandatory Vulnerable Children Act request'.

2. For a full list of VCA specified offences see Schedule 2 of the Vulnerable Children Act 2014.

Links for further information:

Section 7 of the Criminal Records (Clean Slate) Act 2004:

<http://www.legislation.govt.nz/act/public/2004/0036/latest/DLM280899.html>

Section 19 of the Criminal Records (Clean Slate) Act 2004:

<http://www.legislation.govt.nz/act/public/2004/0036/latest/DLM293515.html>

Ministry of Justice – Clean Slate Scheme:

<https://www.justice.govt.nz/criminal-records/clean-slate/>

Vulnerable Children Act 2014 specified offences:

<http://www.legislation.govt.nz/act/public/2014/0040/latest/whole.html#DLM5501909>

New Zealand Police Vetting Service Approved Agency Agreement:

<http://www.police.govt.nz/about-us/publication/approved-agency-agreement-aaa>

New Zealand Police Vetting website:

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

Section 4: Australian National Police History Check (if required)

This section of the Request and Consent Form should only be completed by the applicant if the Approved Agency requires an Australian National Police History Check.

It is up to each individual agency as to whether they require an Australian Check for any applicants that have previously resided in Australia.

The New Zealand Police Vetting Service cannot offer any guidance in this area.

If an Australian check is submitted, your agency will be charged a fee of NZ \$23.30 for a Standard check and NZ \$7.10 for a Volunteer check. This is the fee that the Australian Criminal Intelligence Commission charges New Zealand Police for completing these checks.

Processing timeframes

The New Zealand Police Vetting Service have no control over how long an Australian check may take.

The Australian National Police Checking Service aim to process 95% of checks within 10 business days noting that:

- Around 70% of checks are completed in real-time and the results are returned within minutes of the check being requested.
- Around 30% of checks are referred to one or more Australian police agencies due to similarities in the name of an individual. Sometimes this process takes longer than 10 business days due to the complexity of the check.

Information that may be disclosed

If there is Australian Police history information that can be released, the result will show 'disclosable court outcomes'. The disclosable information will be listed on the police certificate or NPCS report, available via the vetting website and may include:

- charges
- court convictions, including penalties and sentences
- findings of guilt with no conviction
- court appearances
- good behaviour bonds or other court orders
- matters awaiting court hearing
- traffic offences

The type of police history information that is released depends on the purpose of the police check and any relevant spent² conviction legislation or information release policies by which Australian Police Agencies are bound.

² The Australian equivalent of New Zealand's Clean Slate legislation.

Examples of roles

Category	Roles
Education	Teacher, Teacher Aide, Coach, Tutor, Educator, Early Childhood teachers.
Caregiving (Children)	Homestay, Caregiver, Babysitter, Foster Parent, Camp Parent, Social Worker, In-home Childcare, Nanny, After School Care. <i>Please note: If Caregiving (Children) is selected this will be an Exception check</i>
Caregiving (Vulnerable adults)	Rest Home Worker, Support Worker for the Elderly, Disabled, or Mentally Ill.
Healthcare (any medical or mental health related role)	Registered Doctor, Midwife, Paediatrician, Psychiatrist, Psychologist, Nurse, Mental Health Worker, Healthcare Assistant, Therapist, Paramedic, Counsellor.
Other (role involves contact with children and/or vulnerable people but is not caregiving in nature)	Administration Staff at a School/Hospital/Rest Home, Caretaker, School Contractor, Youth Worker, Community Support Worker.