**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 in determining what section of the Act applies to the 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 idle 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 licenses/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?

Please select the option that best describes the applicant’s main role. This question helps determine what section of the Criminal Records (Clean Slate) Act 2004 applies. 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 -

1. May or does involve regular or overnight contact with a child or children (other than with children who are co-workers); and
2. 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 –

1. Is the only children’s worker present; or
2. 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.

**Is 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](http://www.childrensactionplan.govt.nz)

The Vulnerable Children Act 2014 legislation is available at: htto://www.legislation.govt.nz/act/pulic/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 1998)
* NZ Citizenship Certificate
* NZ Refugee Travel Document
* NZ Certificate of Identity

**Second IDs include:**

* NZ Drivers’ 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 identify 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](mailto:qa.vetting@police.govt.nz)

**Evidence of 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/

**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 the 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.

* 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.