

Police Vetting Request & Consent Form

Description of applicant's role:		
Volunteer Support Worker	Volunteer	Counsellor
Employee	Other (please specify)	click to enter text here

Applicant Information

Applicant Surname: <i>(Primary - the name you are normally known as)</i>		Applicant First names:
Previous names: <i>(ID is required for each name change)</i>		
Gender:		
MALE	FEMALE	OTHER
Date of birth:	Town/City of birth:	Country of birth:
NZ Driver licence number:		
Permanent residential address:		
Number/Street:	Town/City:	
Suburb:	Post Code:	

Australian Police Vetting Consent Section

Please complete if you have lived in Australia over the last 10 years *Not applicable*

Australian driver's licence no:	Issued in which Australian State?
Residential address in Australia:	
Street Address:	Suburb:
City/Town/Rural District:	State:
	Postal Code:
Period of residence at above address:	From (Years/Months):
	To (Year/Months):

Criminal and Driving Record Information

Please note this check is subject to the Criminal Records (Clean Slate) Act 2004.

Have you ever been convicted of a crime in New Zealand or in any other country? Yes No		
Please note that under the Criminal Records (Clean Slate) Act 2004, you do not need to declare a New Zealand conviction if <u>all</u> of the following apply:		
<ul style="list-style-type: none"> It has been 7 or more years since your most recent conviction and you have not re-offended; and You have never had a custodial sentence imposed upon you (including detention at home, in hospital or at any secure facility); and You have paid any fines/costs/compensation/reparation. 		
However, regardless of how long ago you were convicted, you are not eligible to conceal your conviction if:		
<ul style="list-style-type: none"> You have ever been convicted of a sexual offence; or You have ever been disqualified from holding a driver license for repeat offending involving alcohol/drugs; or The conviction was from overseas. 		
Are there are charges against you yet to be heard?	YES	NO
Have you ever changed your name by Statutory Declaration?	YES	NO
If you answered Yes to any of the above, please provide details:		

Applicant's consent to release information

The New Zealand Police may release **any** information they hold if relevant to the purpose of this vetting request. This includes:

- Conviction histories and infringement/demerit reports
- Active charges and warrants to arrest
- Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted, or withdrawn
- **Any** interaction I have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution
- Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
- Information subject to name suppression where that information is necessary to the purpose of the vet.

If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:

- Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
- Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).

Please see the [guide](#) for more information regarding the Clean Slate legislation.

The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the vetting process in the following circumstances:

- The vetting request was submitted as part of a children's worker safety check under the Vulnerable Children Act 2014; and
- The police vetting was completed within the past three years; and
- The release of new information is considered justified under the Privacy Act 1993
- The Police Vetting Service will endeavour to notify you prior to the disclosure.

Information provided in this consent form may be used to update New Zealand Police records.

I am entitled to a copy of the vetting result released to the Approved Agency (to be provided by the agency) and can seek a correction by contacting the Police Vetting Service.

The Approved Agency will securely dispose of this consent form, copies of identification documents and the vetting result within 12 months of receiving the result unless a longer retention period is required by legislation.

I may withdraw this consent, prior to police disclosure of the vetting result, by notifying the Approved Agency.

For further information, please see the [Guide to Completing the Consent Form](#).

Applicant's Authorisation to disclose personal information	
<input checked="" type="checkbox"/> I confirm that the information I have provided in this form relates to me and is correct.	
<input checked="" type="checkbox"/> I have read and understood the information above.	
<input checked="" type="checkbox"/> I authorise New Zealand Police to disclose any personal information it considers relevant to my application (as described above) to NZ Victim Support making this request for the purpose of assessing my suitability as an employee, contractor, intern, volunteer, or counsellor.	
<input checked="" type="checkbox"/> I have attached a copy of my NZ Drivers Licence.	
Name:	Date:
Signature:	Electronic Signature

Evidence of identity & referee verification

The person verifying the identity of the applicant (the Referee) must be:

- a Victim Support employee; or
- be a person of standing in the community e.g. registered professional, religious or community leader or police employee;
- be over 17 years of age;
- not be related the applicant or a partner/spouse;
- not be a co-resident of the applicant.

The person verifying the identity of the applicant (the Referee) must:

- Sight the original versions of each identity document
- Compare the photographic image with the applicant to confirm they are the same person
- Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person
- Provide his/her name and contact details

Note: One of the following IDs must include a photograph of the applicant.

<p>A primary ID Compulsory</p>	<p>Examples:</p> <ul style="list-style-type: none"> • NZ Drivers Licence • Passport (NZ or Overseas) • NZ Firearms Licence • NZ Full Birth Certificate (issued 2002 or after) 	<ul style="list-style-type: none"> • NZ Citizenship Certificate • NZ Refugee Travel Document • NZ Emergency Travel Document • NZ Certificate of Identity
<p>A secondary ID Compulsory</p>	<p>Examples:</p> <ul style="list-style-type: none"> • 18+ card • NZ Full Birth Certificate (issued 2002 or after) • Community Services Card • SuperGold Card • NZ Employee Photo Identification Card 	<ul style="list-style-type: none"> • NZ Student Photo Identification Card • Inland Revenue number • NZ issued utility bill (<i>issued not more than six months earlier</i>) • NZ Teachers Registration certificate • NZ Electoral Roll Record • International Driving Permit
<p>Evidence of name change</p>	<p>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.</p>	

As the Applicant's Referee I confirm that:

- ✓ I have completed and will comply with the Evidence of Identity conditions.
- ✓ I have sighted two forms of identity as required. (*one having a photograph of the applicant*)
- ✓ I have sighted documentation that confirms name change/s (*if applicable*)
- ✓ I am satisfied with the correctness of the applicant's identity.
- ✓ I have obtained the applicant's authorisation to submit this vetting request.

Name:

Office: (*if a Victim Support Employee*)

Date:

Signature:

Electronic Signature