

Notes on completing the Police Vetting Form

Page 1:

Fill in only the information in the top box marked "**Name of Applicant to be vetted**"

Page 2:

Unique NZ staff will fill out this page, but please read the note below on ID

Page 3:

Fill out all sections on the page as they apply

- You do not need to put in your passport number

Page 4:

Read the conditions and then sign the bottom of the page

Identification (ID)

The New Zealand Police require that we check two forms of ID. We must check the forms of ID in person. If possible, we will do this when we do the homestay visit. However, if all members of the family are not able to be at home at this time they will need to arrange to come into our office. The acceptable forms of ID are:

Either: NZ birth certificate, NZ passport, Overseas Passport or NZ Certificate of Citizenship

AND

Another form of ID eg, drivers licence, firearms licence, 18+ Card, Community Services card, bank/credit card etc

One of the forms of ID **MUST** be photographic

Name of Applicant to be vetted:

Name of Approved Agency submitting vetting request:

Unique New Zealand

Section 1: Approved Agency to complete

APPLICANT'S ROLE – PURPOSE OF VET

- Employee
 Contractor/consultant
 Volunteer
 Licence/Registration
 Other: Homestay Family
 Is this a renewal check? Yes No

Description of role / licence / registration (e.g. caregiver; cleaner; taxi driver; teacher; etc):

Homestay family member for International Students

Role location (e.g. home; office; school; etc):

Home

Contact with vulnerable groups:

<input checked="" type="checkbox"/> Contact with children/youth	<u>Type of contact:</u> <input type="checkbox"/> Supervised <input checked="" type="checkbox"/> Unsupervised
<input type="checkbox"/> Contact with vulnerable adults (aged, disabled)	<u>Level of contact:</u> <input checked="" type="checkbox"/> High <input type="checkbox"/> Occasional

Application of clean slate:

To enable NZ Police to assess whether an exception applies to the general effect of the clean slate scheme on an eligible individual under the Criminal Records (Clean Slate) Act 2004, I declare my belief as follows:

The role does not fit the criteria in section 19(3) of the Criminal Records (Clean Slate) Act

- e.g. teacher, doctor/nurse, rest home carer, school janitor

[Section 16] – **Criminal convictions will not be released IF the applicant is eligible for clean slate.**

Clean Slate

OR

The role fits the criteria of one or more of the exceptions in section 19(3) of the Criminal Records (Clean Slate) Act

- e.g. it is a role predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person (e.g. caregiver, nanny/crèche worker, foster/homestay parent, applicant for adoption) [section 19(3)(e)].

[Section 19(2)] – **All criminal convictions will be released EVEN IF the applicant is eligible for clean slate.**

Exception

For information on the clean slate regime, see <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>.

Section 1 continued:

Approved Agency to complete

EVIDENCE OF IDENTITY (ID)

- for further information, see <http://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index>

I confirm that the identity of the applicant has been checked by [A] or [B] as follows:

[A] I have

OR

[B] A Trusted Referee* has

sighted the ID documents below, and verified the photo against the applicant in person (mark box)

Primary ID document (e.g. passport, original birth certificate, etc)

and

Another form of ID (e.g. driver licence, firearms licence, 18+ card, Community Services Card, etc)

and

One of the above must be photographic – confirm comparison made

and, if applicable

Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)

*[*a trusted referee must be over 16, have known the applicant for at least 12 months, and not be related, or a partner/spouse, or a co-resident of applicant, and be either registered with the Approved Agency or a person of standing in the community (e.g. registered professional, religious or community leader). The trusted referee must sign a copy of the photo ID and provide his or her name and contact details.]*

Optional additional check by me (if appropriate)

A search of our records to verify uniqueness (especially for professional bodies)

CHECKLIST

In making this request, I confirm that:

I have complied and will comply with the Approved Agency Agreement (or existing Memorandum of Understanding) between NZ Police and the Approved Agency I represent;

I am satisfied as to the correctness of the Applicant's identity; and

I have obtained the signed consent of the Applicant, as set out in section 2 of this form, to submit this vetting request.

Approved Agency Authorised Representative:

Name:

Signature:

Date:

Name of Approved Agency submitting vetting request:

Section 2:

Applicant to complete and return to Approved Agency
(the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)

PERSONAL INFORMATION

Details (note: the name you are most commonly known by is your primary name)

Family name: (Primary)	<input type="text"/>	First name(s): (Primary)	<input type="text"/>	<input type="text"/>
Gender:	(M) <input type="checkbox"/> (F) <input type="checkbox"/> (Other) <input type="checkbox"/>	Date of birth: (dd/mm/yyyy)	<input type="text"/>	
Place of birth: (town/city/state)	<input type="text"/>	Place of birth: (country)	<input type="text"/>	
NZ Driver Licence number: (for ID verification by NZ Police – optional)	<input type="text"/>			
Passport number: (if held)	<input type="text"/>	Country of issue:	<input type="text"/>	

Only for 'Additional Authorisation' - see page 4

If applicable, please include other names and mark them A, M, or P as appropriate:

- (A)** alias or alternate name(s)
- (M)** married name if not primary name
- (P)** previous/maiden/name changed by deed poll or statutory declaration

Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	First name(s): (A) <input type="checkbox"/> (M) <input type="checkbox"/> (P) <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Permanent New Zealand Residential Address

Number/Street:	<input type="text"/>		
Suburb:	<input type="text"/>	Post Code:	<input type="text"/>
City/Town/ Rural District:	<input type="text"/>	Period of Residence:	<input type="text"/>

Section 2:
continued

Applicant to complete and return to Approved Agency
(the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)

CONSENT TO DISCLOSURE (for a New Zealand Police Vet Check)

- for further information, see <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

I **acknowledge and understand** as follows:

1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am 'eligible' for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
 - a) my criminal record of convictions will not be disclosed; but
 - b) if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.
3. When releasing information to non-government Approved Agencies, Police may release the fact, without details, that suppressed information exists in relation to any conviction and, where NZ Police considers it relevant and justified, in relation to any current or past charge however it was resolved (e.g. withdrawn, discharged, acquitted).
4. Where NZ Police holds relevant information that it is unwilling to disclose to the Approved Agency for privacy, confidentiality or law enforcement reasons, NZ Police may recommend against unsupervised access to children or vulnerable persons (this is known as a 'red stamp').
5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.
6. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Approved Agency who will immediately notify NZ Police to cease the vetting process.
7. I am entitled to access the vetting result released to the Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993. By making a request to the 'Approved Agency' within 20 working days of submitting this 'Request and Consent' form.
8. No later than three months after the conclusion of the vetting process, the Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, in accordance with the Privacy Act 1993 or, if applicable, the Public Records Act 2005 or any other enactment.
9. The information I have provided in this form relates to me and is correct.

Authorisation

I **authorise** NZ Police to disclose any personal information it considers relevant to my application (as described above) to the Approved Agency making this request for the purpose of assessing my suitability.

Additional Authorisation **[cross out or strike through this additional authorisation below if not applicable]**

Where the Approved Agency requesting a vet is a NZ Police business group (e.g. vetting for contractors to NZ Police; workers at major security events)

I **also authorise:**

- NZ Police to disclose the information on this form to, and access information from, other government agencies;
and
- NZ Police to disclose to my employer or other relevant agency its assessment regarding my suitability (only to the extent that I am approved or not approved as suitable, without reasons).

Signature of applicant

Date: