

Section 1: Approved Agency to complete

Name of Applicant to be vetted:

Name of Approved Agency submitting vetting request:

- ☐ New Zealand Police Vet only
Sections 1 & 2 to be completed
 ☐ New Zealand Police Vet & Australian National Police History Check
Sections 1, 2 & 3 to be completed

APPLICANT'S ROLE – PURPOSE OF VET

- ☐ Employee
 ☐ Contractor/Consultant
 ☐ Volunteer
 ☐ Prosecution
☐ Vocational Training
 ☐ Licence/Registration
 ☐ Visa/Work Permit
 ☐ Other

Detailed description of applicant's role / licence / registration

e.g. children's caregiver supervised/unsupervised; in-home educator; rest home nurse; teacher; etc.)

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

- ☐ Children/Youth
 ☐ Elderly
 ☐ Other Vulnerable Adults
 ☐ Other: (please specify here)

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

- ☐ Caregiving (Children/Young Persons)
 ☐ Caregiving (Elderly/Vulnerable Adults)
 ☐ Education
☐ Healthcare (Medical or Mental Health)
 ☐ Other (please specify here)

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

- ☐ Yes (VCA Core Worker)
 ☐ Yes (VCA Non-Core Worker)

- ☐ No (mandatory under other legislation/optional/standard Police Vet)

Please note the NZ Police Vetting Service cannot provide any guidance as to whether requests are subject to the VCA 2014.
For information on this please see www.childrensactionplan.govt.nz.

If this is a mandatory Vulnerable Children Act request, please specify the check reason below:

- ☐ **New Children's Worker:** Applicant is working for the first time in your organisation in a children's worker role.
☐ **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.

Application of the Criminal Records (Clean Slate) Act 2004:

The NZ Police Vetting Service must comply with the Criminal Records (Clean Slate) Act 2004. Your answers to the above questions will assist us in determining what section of the Act applies to this vetting request.

Section 16 (Clean Slate): Conviction history will not be released if applicant is eligible for clean slate.

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.

Section 19(3) (Exception): All criminal convictions will be released EVEN IF the applicant is eligible for clean slate.

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, foster/homestay parent, applicant for adoption) [section 19(3)(e)].

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 my delegate has), OR, ☐ 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, firearms licence, etc; *see link above*)
and
- ☐ Another form of ID (e.g. driver licence, 18+ card, Community Services Card, etc; *see link above*)
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, and not be related, or a partner/spouse, or a co-resident of the applicant, and 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. The Trusted Referee must:*
- sign and date the copies of identity documents, and endorse each of them appropriately e.g.
 - "I have sighted the original version of this document"
 - "I have sighted the original version of this document and I have compared the photographic image with [name of applicant] and confirm they appear to be the same person."
 - provide her or his name and contact details
- Optional additional check by me (if appropriate)*
- ☐ A search of our records to verify uniqueness (especially for professional bodies)
- [B]** ☐ I have received an assertion of a RealMe verified identity
- limited to agencies who are able to use RealMe to verify identity
 - for further information, see <https://www.realme.govt.nz/>

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 (if applicable I confirm that Trusted Referee contact details have been provided); and
- ☐ I have obtained the Applicant's authorisation to submit this vetting request, as set out in section 2 of this form.

Approved Agency Authorised Representative:

Name:

Date:

Signed in electronic form:
[mark box]

☐

OR

Signature: