



## **New Zealand Police Vetting Service**

# **Guide to completing the Request and Consent Form**



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## Introduction

This guide is to help authorised agencies, and those individuals who are the subject of a Police vet (the “vetting subject”), to complete the Police Vetting Service - [Request & Consent Form](#).

## Overview

Police vetting helps authorised agencies assess an individual’s suitability for a particular role, contributing to public safety and national security. This service is provided by New Zealand Police through the Police Vetting Service (PVS).

An agency wishing to request a Police vet must first be assessed and authorised to make vetting requests - based on the nature, functions, activities, and any legal requirements, of the agency. Once authorised, agencies can request a Police vet for a named individual - provided the request meets the criteria outlined below, and the individual provides their consent. The Police vet may disclose relevant information (if any) held by Police about the individual with the requesting agency. This is described on page 2 of the *Request and Consent Form*.

## The criteria to become an offshore authorised agency

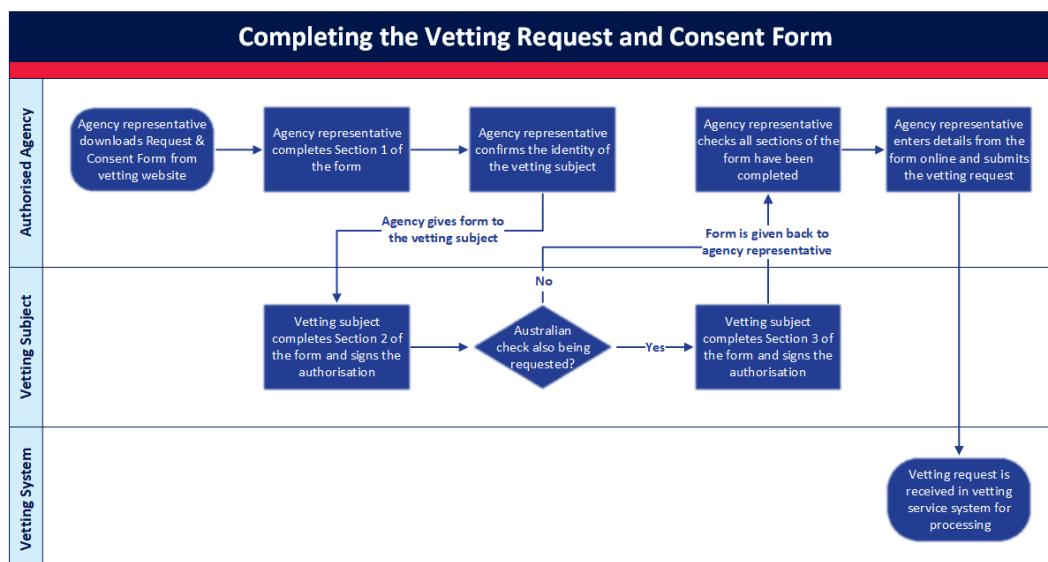
**Vetting is provided to authorised agencies who are considering employing or engaging individuals in roles that relate to:**

- the care and safety of children, young persons, or other vulnerable persons
- the education of children and young persons
- law enforcement
- national security
- New Zealand citizenship/visa

**You can check whether your agency meets these criteria - and apply to become an authorised agency - on our website’s [registration page](#).**

## Completing the Request and Consent Form

Authorised agencies should download the [Request and Consent Form](#) from the New Zealand Police Vetting Service website. If there are any issues downloading the form, email us at [queryme@police.govt.nz](mailto:queryme@police.govt.nz).



## Section 1: Authorised agency information

### ▶ Authorised agency to complete

This section must be completed by the agency before the vetting subject completes their part. This ensures the vetting subject understands what type of vet is being requested before giving their consent.

This section gives the Police Vetting Service the details needed to correctly process the request under relevant legislation. If the role information provided is unclear or inconsistent (e.g. listing a teacher role under 'healthcare'), the vetting request may be declined.

The agency must submit ALL of the information provided by the vetting subject when submitting a request online, i.e., Drivers Licence number and ALL alias/maiden names, if applicable.

The Vetting Service works in accordance with several laws, including the:

- Policing Act 2008
- Criminal Records (Clean Slate) Act 2004
- Privacy Act 2020
- Children's Act 2014

The information you provide will help determine how these laws apply to the vetting request. More information about these laws, and others, is available on our [useful links webpage](#).

### Completing sections 1.1 to 1.12

#### 1.1 Name of the agency submitting the vetting request.

Enter the name of the organisation ("agency") which is submitting this vetting request. Agencies must apply online and be authorised to use the Police Vetting Service prior to submitting vetting requests.

If you are a recruitment agency submitting this vet on behalf of another agency, please enter both your agency name and the name of the agency this vet is being requested on behalf of.

#### 1.2 Name of the vetting subject (the person being vetted).

This is the name of the person who is to be vetted. This is the same person named in section 2. Please enter their full name including middle names.

#### 1.3 Description of the role of the vetting subject.

This is used by Police Vetting to help decide what type of vet is conducted if it is unclear from the following questions. This is a brief description of the role (not the job title) e.g., Overnight care of 4-6 children. Descriptions such as 'volunteer' and 'helper' are not specific enough.

When submitting the request online please select the role that best describes the vetting subject's main role. If more than one role is applicable, please choose the one that they will do the most (e.g., for home educators select 'Teaching').

Only roles that meet the Police vetting criteria should be submitted. To get the Conviction History for any person who does not meet vetting criteria (i.e., Accounts Administrator, Receptionist, Manager, Board Member etc) your agency can make a request to the [Ministry of Justice](#).

## 1.4 Which groups will the vetting subject be working with? (select all that apply)

Indicate whether the vetting subject will be working with Children/ Young People and/ or Vulnerable Adults as part of their role. Only select the group(s) that the vetting subject will have more than 'incidental' contact with. If your vetting subject does not work with either group, then this role may not meet Police Vetting criteria and a Criminal Record Check from the [Ministry of Justice](#) may be the best option for this position. Contact us if you have any questions.

## 1.5 Does the role involve caring for people in the home of the vetting subject?

This is about whether the vetting subject is providing services within their own home (that is, are children or vulnerable adults visiting the home of the person being vetted for support).

If the role takes place at another location (e.g., school camp or rest home), or the vetting subject is visiting *another* person's home, or they will only have contact with vulnerable people from their own home by phone/written communication, please tick 'No'.

## 1.6 Is the vetting subject: (a paid worker; a volunteer; or undertaking vocational or educational training)

If the vetting subject is a staff member or contractor (but not a volunteer or student), tick 'A paid worker'.

If the vetting subject is a volunteer, then tick 'A volunteer'.

If the vetting subject is a student (undertaking vocational training, whether paid or not), tick 'Undertaking vocational or educational training'. Please only tick one option.

## 1.7 Is the vetting subject a Children's Worker according to the Children's Act 2014, section 23(1)?

If the vetting subject is **not** working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11. This is because we do **not** need to know the answers to questions 1.8 – 1.10 if the vetting subject is **not** working with children or young people (e.g., rest home carer).

If the vetting subject *is* working with children (Q 1.4) *and* is a volunteer (Q 1.6), tick 'No' then skip to question 1.9. This is because we do **not** need to know the answer to question 1.8 if the vetting subject is a volunteer, but we **do** need to know the answers to questions 1.9 – 1.10 if they are going to be working with children or young people (volunteer or not).

When submitting the vetting request online through the secure vetting website the questions will automatically skip as required depending on the answers provided.

Only select 'Yes' to question 1.7 if the role of vetting subject meets the definition of a Children's Worker in the Children's Act 2014, section 23(1). In all other cases answer 'No'. Below are some excerpts from the [Children's Act 2014](#) which may help.

**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

**work** means work that is—

- (a) paid work; or
- (b) unpaid work that is undertaken as part of an educational or vocational training course.

A person's work involves **regular or overnight contact** with children if—

- (a) the person has contact (other than merely incidental contact) with a child or children—
  - (i) overnight; or
  - (ii) at least once each week; or
  - (iii) on at least 4 days each month; and
- (b) that contact is any of the following kinds:
  - (i) physical contact:
  - (ii) oral communication, whether in person or by telephone:
  - (iii) communication through any electronic medium, including by way of writing or visual images.

### 1.8 Is the role of the vetting subject a core or non-core worker role, according to the Children's Act 2014 section 23(1)?

Only answer this question if you answered 'Yes' to question 1.7. Please skip if you answered 'No'.

Only select Core Worker if the role of the vetting subject meets the definition of a Core Worker in the Children's Act 2014, section 23(1).

In all other cases, answer Non-Core Worker.

Below is an excerpt from the [Children's Act 2014](#) which may help.

**core 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

### 1.9 Has the vetting subject previously been Police vetted by your agency?

If the vetting subject has ever previously been Police vetted by your agency, answer 'Yes'.

In all other cases, answer 'No' (skip to question 1.11).

### 1.10 Is the vetting subject still working in the same role for which your agency last obtained a Police vet?

Only answer this question if you answered 'Yes' to question 1.9. Please skip to question 1.11 if you answered 'No'.

If this vetting request is a renewal of the person's previous vet for this role, please answer 'Yes'.

Otherwise, please answer 'No' - the vetting subject is applying for a new role or position.

### 1.11 What is the job title of the vetting subject?

This is the title of *the job they are being vetted for*. If the vetting subject is a volunteer without a formal job title, please state what their role is. For example, Senior Social Worker, or, Volunteer After School Programme Assistant.

### 1.12 Evidence of identity (to be completed by agency representative or identity referee).

The purpose of this section is to confirm the identity of the vetting subject to ensure the right person is being vetted. This standard is based on identity confirmation requirements set out in the Children's Regulations 2015.

To confirm the identity of the vetting subject, two forms of identity documentation (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/after 1998\*)
- NZ Citizen Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

\*The Children's 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.

**Secondary IDs include:**

- NZ Drivers Licence
- Kiwi Access (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 within 6 months)
- 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 5 years may be accepted. If the vetting subject cannot provide all the forms of ID you require, we recommend they supply multiple forms of secondary ID or other documentation to assist you in making an accurate judgement of their identity.

Ultimately, the onus is placed on the requesting agency to confirm the identity of the vetting subject. As such, if you feel comfortable with the vetting subject's identity, given the documents provided, you may submit the vetting request.

It is the responsibility of your agency to ensure you are meeting any legal obligations regarding evidence of ID. For example, the Identity Confirmations sections within the [Children's Regulations 2015](#).

**Evidence of a name change**

If the two identity documents provided have different names (e.g., a birth certificate contains the vetting subject'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**

Authorised 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://developers.realme.govt.nz/>.

**Use of a *delegate* to verify a vetting subject'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 staff to verify a vetting subject's ID.
- The agency representative may delegate authority to staff in their offices to verify a vetting subject's ID.

**Use of an *identity referee* to verify a vetting subject'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 by your agency 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 authorised agency.

- Be over 16 years of age.
- Not be related to or a partner/spouse of the vetting subject.
- Not be a co-resident of the vetting subject.

To verify a vetting subject's identity, the identity referee must:

- Sight the original versions of each identity document.
- Compare the photographic image with the vetting subject to confirm they are the same person.
- Sign and date a copy of each document to verify that the documents produced by the vetting subject relate to that person.
- Provide their name and contact details.
- Send the signed copies of the identity documents to the authorised agency representative.



## Section 2: Information about the vetting subject

### Sections 2.1 to 2.2 – Information disclosure

#### ▶ Vetting subject – required reading on information disclosure

This section explains what kind of information may be released in the vetting report. It must be read by the vetting subject, or their parent/guardian if aged 14 or 15, to confirm they understand the process and give consent for Police to carry out the vet.

The agency must have already completed Section 1 so that the person understands the purpose of the vet and can give informed consent.

### Sections 2.3 to 2.5 – Required information

#### ▶ Vetting subject to complete

This section must be completed by the person being vetted for a given role; the vetting subject.

This information allows Police to confirm the person's identity in our systems and carry out the Police vet.

#### Required information when submitting a vetting request:

- ▶ Vetting subject's name (in full)
- ▶ Gender
- ▶ Date of birth
- ▶ Country of birth
- ▶ Permanent residential address
- ▶ If the vetting subject is 14 or 15 years old, their parent or guardian's full name
- ▶ Previous or other names, such as maiden names or aliases, if applicable.

To ensure accurate vetting, it is essential to include the full names of any aliases the vetting subject is known by or has previously used (e.g., maiden names).

- Police records may be listed under different names that may not be visible or automatically connected in Police systems.
- If we cannot accurately identify the vetting subject, the request may be delayed.
- If a previous last name is provided, please also include the corresponding first and middle names.

- ▶ **NZ Driver Licence number. Leave this field blank if the vetting subject does not hold one.** This is not mandatory but greatly assists the Vetting Service in correctly identifying individuals in Police systems.

### Important notes on the Clean Slate scheme and Exceptions Checks

The **Clean Slate scheme** allows that, if a vetting subject meets certain conditions, their criminal record may be hidden.

An **Exception Check** means that, even if a vetting subject qualifies for the Clean Slate scheme, there are certain situations where their criminal record must be disclosed; this is an *exception* to the Clean Slate scheme.

**Clean Slate scheme**, under [Section 7](#) of the Criminal Records (Clean Slate) Act 2004

- If the applicant's primary role is education, healthcare, caregiving of vulnerable adults or other, then the vet will be a 'Clean Slate' check. This means that any convictions will only be released if the applicant is 'ineligible' for 'Clean Slate' as per Section 7 of the Criminal Records (Clean Slate) Act 2004.
- The Criminal Records (Clean Slate) Act 2004 states that if you meet certain criteria your convictions will be automatically concealed. You are said to have no criminal record (criminal conviction history) if **ALL of the following are true**.

You have:

- had 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' as listed in [Section 4](#) of the Criminal Records (Clean Slate) Act 2004.
- 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.
- Separately, if the applicant is being vetted for a Core Children's Worker role (as defined in Section 23 of the Children's Act 2014), and they have been convicted of a 'specified offence' (as listed in Schedule 2 of the Children's Act 2014), that conviction will be disclosed (as per Section 31(3) of the Children's Act).
- If the applicant is being vetted for a Core Children's Worker role, and they have been convicted of a specified offence, the applicant cannot be employed or engaged by the agency in that role unless they hold an Exemption as per Section 28 of the Children's Act 2014.

**Exceptions to the Clean Slate scheme**, under [Section 19](#) of the Criminal Records (Clean Slate) Act 2004

- If this is the vetting subject's first time applying for the role of 'Caregiving of children/youth', then the vet will be an 'Exception' check as per Section 19 of the Criminal Records (Clean Slate) Act 2004. This means any convictions will be released regardless of the applicant's eligibility for 'Clean Slate'.

For more detail on Core vs Non-Core roles, refer to pages 5 and 6 of this guide.

A vetting subject can use the below flowchart to see if their NZ convictions will be released.



### Section 3: Australian Police check (if required)

#### ▶ Vetting subject to complete.

This section is only needed if your agency asks for a *Nationally Coordinated Criminal History Check* (previously known as an Australian National Police Check), typically for people who have lived in Australia.

Agencies decide for themselves whether this check is required. New Zealand Police do not provide guidance on this.

#### Costs:

These are set by the [Australian Criminal Intelligence Commission](#). Please refer to the [Authorised Agency Agreement](#) for the schedule of fees.

#### Timeframes:

- About 70% of checks are completed within minutes.
- About 30% require further manual review and may take longer than 10 business days.

#### 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 National Police Checking Service report, available via the PVS secure 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

What is disclosed depends on the reason for the Police check and Australian privacy laws (similar to New Zealand's Clean Slate legislation).

### Contact us

If you have any questions about the vetting process and general administration, please email our customer team at [queryme@police.govt.nz](mailto:queryme@police.govt.nz) and if possible, please include your agency name and agency code.

If you have any questions about invoices, payments, or cost recovery, please email our accounts team at [vettingaccounts@police.govt.nz](mailto:vettingaccounts@police.govt.nz) including your agency code and we will get back to you as soon as possible.

You can also contact us by completing our [online form](#) which will send a message to our customer team.