

**Section 1: Australian Approved Agency to complete (or its duly authorised agent)**

Name of Applicant to be vetted:

Name of Australian Approved Agency submitting vetting request:

**APPLICANT'S ROLE – PURPOSE OF VET**

- Employee     
  Contractor/consultant     
  Volunteer     
  License/Registration  
 Vocational Training     
  Other: (please specify here)

Description of role / licence / registration (e.g. caregiver; cleaner; taxi driver; 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?

- Care & Protection (Children/Youth)     
  Care & Protection (Elderly/Vulnerable Adults)     
  Education  
 Healthcare     
  Other: (please specify here)

**Application of 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 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 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/home stay 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:**Australian Approved Agency to complete or its duly  
authorise agent****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 applicant, and be either a person of standing in the community (e.g. registered professional, religious or community leader) or registered with the Approved Agency. 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)

**[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 Offshore Approved Agency Arrangement between NZ Police and the Australian 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.

Australian Approved Agency Authorised Representative:

Name:

Signature:

Date:

**Name of Australian Approved Agency submitting vetting request:**

**Section 2:**

**Applicant to complete and return to Australian Approved Agency or its duly authorised agent (the Australian 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: (*where held - for ID verification by NZ Police)	<input type="text"/>			

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/Former 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 Australian Approved Agency or its agent (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)

- 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 release in a vetting result comprises convictions, active charges and warrants to arrest.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) (NZ) 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):
  - (i) my criminal record of convictions will not be disclosed; but
  - (ii) 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. Where relevant information is subject to statutory or Court ordered name suppression or prohibition on disclosure or other constraints on disclosure such as expectations of confidentiality or the protection of active criminal investigations or the safety of individuals, NZ Police may issue an alternative vetting result stating the existence of relevant non-disclosable information, without details.
4. Any personal information contained on this form may be used by NZ Police to update its records.
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 Australian Approved Agency who will immediately notify NZ Police to cease the vetting process (any fee remains payable by the Australian Approved Agency).
7. I am entitled to access the vetting result released to the Australian Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993 by making a request to the 'Australian Approved Agency' in the first instance.
8. No later than twelve months after the release of the vetting result, the Australian Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, unless a longer retention period is required by legislation.
9. The information I 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 to the Australian Approved Agency making this request for the purpose of assessing my suitability.

Signature of applicant

Date: