

Vetting Service Request & Consent Form

NZPVS-CS - 12/16

Section 1: Approved Agency to complete

(For more information please see the [Guide to Completing the Consent Form](#))

Name of Approved Agency submitting vetting request:

Name of Applicant to be vetted:

Description of Applicant's role:

Applicant's purpose

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

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

- | | | | |
|--|----------------------------------|--|--------------------------------|
| ☒ Children/Youth | ☐ Elderly | ☐ Other Vulnerable Adults | ☐ Other |
|--|----------------------------------|--|--------------------------------|

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

- | | | | |
|--|---|-------------------------------------|------------------------------------|
| ☐ Caregiving (Children) | ☐ Caregiving (Vulnerable adults) | ☐ Healthcare | ☐ Education |
| ☒ Other | | | |

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) | |

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

- | | |
|--|---|
| ☐ New Children's Worker | ☐ Existing Children's Worker |
| ☐ VCA Renewal | |

Evidence of Identity (to be completed by agency representative/delegate or identity referee - see [guide](#) for details)

- ☐ A primary ID has been sighted (Mandatory – see the [guide](#) for further details)
- ☐ A secondary ID has been sighted (Mandatory – see the [guide](#) for further details)
- ☐ One form of ID is photographic (Mandatory – see the [guide](#) for further details)
- ☐ Evidence of name change has been sighted (if applicable)

OR: If your organisation is able to accept a verified RealMe identity then:

- ☐ An assertion of a RealMe identity has been received (see [guide](#) for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the [Approved Agency Agreement](#)
- ✓ I am satisfied with the correctness of the applicant's identity
- ✓ I have obtained the Applicant's authorisation to submit this vetting request as set out in section 3 of this form

Approved Agency Authorised Representative:

Name: _____ Date: _____

Signature: _____ Electronic Signature ☐

Vetting Service Request & Consent Form

Name of Approved Agency submitting vetting request:

Section 2: Applicant to complete and return to Approved Agency

**Denotes a mandatory field*

Personal Information

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

*Family name (Primary):

Given name(s):

*Gender: (M) (F) (Other)
☐ ☐ ☐

*Date of birth:
(dd/mm/yyyy)

*Place of birth:
(Town/state/country)

NZ Driver Licence number:

Previous names: If applicable, please include other alias or alternate names; married name if not your primary name; previous/maiden/name changed by deed poll or statutory declaration.

Family name

First name

Middle names

Permanent Residential Address

*Number/Street:

Suburb:

Post Code:

*City/Town/
Rural District:

Section 3: Applicant to complete and return to Approved Agency

Consent to release information

1. 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, including family violence incidents, and investigations that did not result in prosecution
 - Information subject to name suppression where that information is necessary to the purpose of the vet.
 2. If I am eligible under the Criminal Records (Clean Slate) Act 2004, my conviction history will not be released **unless**:
 - a. Section 19(3) of the Clean Slate Act applies to this request (exceptions to the clean slate regime)
 - b. 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.
 3. The Police Vetting Service may disclose new relevant information to the Approved Agency after the completion of the Police Vet 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 vet was completed within the past three years; and
 - The release of new information is considered justified under the Privacy Act 1993The Vetting Service will endeavour to notify you prior to the disclosure.
 4. Information provided in this consent form may be used to update New Zealand Police records.
 5. 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 Vetting Service.
 6. 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.
 7. I may withdraw this consent, prior to Police's 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:

- ✓ I confirm that the information I have provided in this form relates to me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand 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.

Name: _____ Date: _____

Signature: _____

Electronic
Signature

