



New Zealand Police Vetting Service – Request and Consent Form

Name of Approved Agency submitting vetting request – University of Canterbury, Agency code U70010

Applicant's role – purpose of vet: Student Teacher – clean slate, supervised contact with children/youth

Section 1: Applicant to complete (pages 17 & 18)

The University of Canterbury will submit the vetting request to NZ Police and receive the vetting result.
If any costs are incurred as a result of this police vetting process they will be passed directly to the applicant.

Please enter your Student ID Number (if known)

What is your full name?

First and middle names _____

Surname or family name _____

Is the name of your birth certificate the same as above? Yes No

If no then tell us the name that is on your birth certificate:

First and middle names _____

Surname or family name _____

Have you ever been known by any other name? Yes No

If yes, please give full details below (ie whether it was an alias or previous name)

Name _____ Alias Previous name

Name _____ Alias Previous name

Gender

Male Female Other

Date of birth

(dd/mm/yyyy) _____

Place of birth

Town/city/state _____ Country _____

NZ Driver Licence number

(for ID verification by NZ Police – optional) _____

Permanent residential address

Number/street _____

Suburb _____ Post code _____

City/Town/Rural district _____ Period of residence _____

Consent to Disclosure (for a New Zealand Police Vet Check)

For further information, see 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have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.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.

Signature of applicant _____ Date _____

Section 2: Evidence of Identity (ID) – to be completed by a Trusted Referee

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 (eg registered professional, religious or community leader, Police employee) or registered with the Approved Agency. For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index

I, _____ (referee name) hereby confirm the following (tick boxes):

- I meet the criteria to act as a trusted referee (guidelines given above) for this applicant.

I have sighted:

- an *original* form of applicants primary identification (eg passport, birth certificate)
 an *original* form of applicants supporting identification (eg drivers licence, 18+ Card, household account, etc)

Please note that at least two forms of ID must be sighted – one of the above must be photographic identification.

I can confirm that the *passport sized photo of the applicant*, attached to this page:

- matches the original photographic ID I have sighted above
 has been signed and dated on the back by me, to confirm a comparison has been made.

Attach passport size photo of applicant (staple or clip, do not paste)
Ensure referee has signed it

Referee's name _____

Address _____

Phone No. _____

Signature _____

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Section 3: University of Canterbury to complete (page 19)

Applicant

First name _____ Family name _____

Evidence of Identity (ID)

For further information, see www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index

A trusted referee has sighted the ID documents below, and verified the photo against the applicant in person (tick 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, bill or bank statement with name and address)
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)
- Optional additional check (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 1 of this form, to submit this vetting request.

Approved Agency Authorised Representative

Name _____ Signature _____ Date _____