

Police Vetting Service Request and Consent Form

Check List

Applicant Name: _____

Massey Student ID: _____

Programme applying for: _____

	TICK BOX								
<p>1. Please read all pages first. You will need to complete this page and Sections 2 and 3 either electronically or hard copy. (<i>Massey University completes Section 1</i>)</p>									
<p>2. Have the following ID documents (originals and copies) ready for your Identity Referee*.</p> <p><input type="checkbox"/> Primary ID document (See page 2 for types of identification accepted)</p> <p>and</p> <p><input type="checkbox"/> Another form of ID (See page 2 for types of identification accepted)</p> <p>and</p> <p><input type="checkbox"/> One of the above must be photographic.</p> <p>and, if applicable</p> <p><input type="checkbox"/> Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)</p>									
<p>3. Please have an Identity Referee* read and follow the instructions in the box on the last page of Section 2.</p> <table border="1" data-bbox="236 1137 1278 1375"> <tbody> <tr> <td data-bbox="236 1137 842 1173">* The Identity Referee must:</td> <td data-bbox="842 1137 1278 1173">* The Identity Referee must:</td> </tr> <tr> <td data-bbox="236 1173 842 1209">✓ <i>be over 16 years of age; and</i></td> <td data-bbox="842 1173 1278 1209">✗ <i>not be related; and</i></td> </tr> <tr> <td data-bbox="236 1209 842 1308">✓ <i>be a person of standing in the community (e.g. registered professional, religious or community leader); or</i></td> <td data-bbox="842 1209 1278 1308">✗ <i>not be a partner or spouse; and</i></td> </tr> <tr> <td data-bbox="236 1308 842 1375">✓ <i>a Justice of the Peace, or Member of the Police.</i></td> <td data-bbox="842 1308 1278 1375">✗ <i>not be a co-resident of the applicant.</i></td> </tr> </tbody> </table>	* The Identity Referee must:	* The Identity Referee must:	✓ <i>be over 16 years of age; and</i>	✗ <i>not be related; and</i>	✓ <i>be a person of standing in the community (e.g. registered professional, religious or community leader); or</i>	✗ <i>not be a partner or spouse; and</i>	✓ <i>a Justice of the Peace, or Member of the Police.</i>	✗ <i>not be a co-resident of the applicant.</i>	
* The Identity Referee must:	* The Identity Referee must:								
✓ <i>be over 16 years of age; and</i>	✗ <i>not be related; and</i>								
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✓ <i>a Justice of the Peace, or Member of the Police.</i>	✗ <i>not be a co-resident of the applicant.</i>								
<p>The Identity Referee* must sight the original identification documents, compare these with the applicant and sign and date the copies of each identity document to verify that the documents produced by the applicant relate to that person along with an appropriate endorsement:</p> <ul style="list-style-type: none"> • This is a true copy of an original document that I have sighted. • 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. <p>4. My Identity Referee* has:</p> <p><input type="checkbox"/> Sighted the original ID documents and endorsed both copies; and</p> <p><input type="checkbox"/> Signed and dated both copies and provided their name and contact details.</p>									
<p>5. I am aware that Massey University may retain these forms (including ID) and the vetting result for a period longer than twelve months; and may disclose the result to a third party only when it is deemed necessary for the proper purpose for which it has been obtained.</p>									
<p>6. All pages including both copies of verified identification (ID) should then be sent directly to Massey University by:</p> <ul style="list-style-type: none"> • Uploading an electronic copy with your application online <li style="text-align: center;"><i>or</i> • Emailing to admission@massey.ac.nz 									

Types of identification accepted by Massey University to support Police Vetting Service Request and Consent Form

Primary Identification – 1x type of the following required:

Document/record	Issuing agency
New Zealand Passport*	Department of Internal Affairs (Identity Services)
New Zealand Certificate of Identity (issued to non-New Zealand citizens who cannot obtain a passport from their country of origin)*	Department of Internal Affairs (Identity Services)
Firearms Licence*	New Zealand Police
Overseas passport (with New Zealand immigration visa/permit)*	Relevant Authority in country of issue (visa/permit to be issued by Department of Labour (Immigration New Zealand)).
New Zealand Full Birth Certificate	Department of Internal Affairs (Identity Services)
New Zealand Citizenship Certificate	Department of Internal Affairs (Identity Services)

Note:

*If you provide a Birth Certificate or NZ Citizenship Certificate from the above list your additional piece of evidence from the list below **must** be a photo identification type.*

Additional Identification – 1x type of the following required:

Document/record	Issuing agency
New Zealand Driver Licence*	New Zealand Transport Agency
18+ Card*	Hotel Association of New Zealand
Community Services Card	Ministry of Social Development
Student identity cards* (students applying straight from secondary school) or university student ID cards	Secondary schools and tertiary institutions
Qualifications and professional registration	Relevant educational institutions and registration boards

* Document/record contains a photograph of the holder.

Important:

- *Do not attach original identification documents. The original type of identification must be sighted by the Identity Referee and verified copies must be attached to this form.*
- *Please ensure both your consent form and identification documents are provided at the same time. Failure to do so will delay processing.*
- *Current identity documents are preferred.*
- ***The identification supplied for this purpose is additional to that required for admission to Massey University.***

Section 1: Approved Agency to complete

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

<http://www.police.govt.nz/advice/businesses-and-organisations/vetting/forms-and-guides>)

Name of Approved Agency submitting vetting request:

Name of Applicant to be vetted:

Description of Applicant's role:

Applicant's purpose

- | | | | |
|--|--|---|--------------------------------------|
| <input type="checkbox"/> Employee | <input type="checkbox"/> Contractor/Consultant | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Prosecution |
| <input type="checkbox"/> Vocational Training | <input type="checkbox"/> Licence/Registration | <input type="checkbox"/> Visa/Work Permit | <input type="checkbox"/> Other |

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

- | | | | |
|---|----------------------------------|--|--------------------------------|
| <input type="checkbox"/> Children/Youth | <input type="checkbox"/> Elderly | <input type="checkbox"/> Other Vulnerable Adults | <input type="checkbox"/> Other |
|---|----------------------------------|--|--------------------------------|

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

- | | | | |
|--|---|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Caregiving (Children) | <input type="checkbox"/> Caregiving (Vulnerable adults) | <input type="checkbox"/> Healthcare | <input type="checkbox"/> Education |
| <input type="checkbox"/> Other | | | |

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

- | | |
|--|--|
| <input type="checkbox"/> Yes (VCA Core Worker) | <input type="checkbox"/> Yes (VCA Non-Core Worker) |
| <input type="checkbox"/> No (mandatory under other legislation/optional/standard Police Vet) | |

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

- | | |
|--|---|
| <input type="checkbox"/> New Children's Worker | <input type="checkbox"/> Existing Children's Worker |
| <input type="checkbox"/> 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

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/City/State)

*Country of birth:

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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

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 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 considered relevant to the role being vetted, including investigations that did not result in prosecution
 - Information regarding family violence where I was the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - 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)
 - Section 31(3) of the Vulnerable Children Act 2014 applies to this request (safety checks of core children's workers).
 - The vetting request is made by an individual for the purpose of an overseas Visa/Work Permit as a Privacy Act request authorising the vetting result to be provided directly to the relevant embassy, high commission or consulate.

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 disclosure of the newly-obtained information is considered to be justified under the Privacy Act 1993 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - The Police Vetting Service has ascertained that the purpose of the Police vet (e.g. employment role) still exists.

The 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 at any time.

Name: _____

Date: _____

Signature: _____

Electronic
Signature

