

New Zealand Police Vetting Service

Guide to completing the Vetting Request and Consent Form

Section 1: Agency Information

This section is to be filled out by Special Olympics New Zealand, as the agency submitting the vetting request, and is not included in this package

Section 2: Personal Information

The purpose of this section is to provide the Vetting Service with enough information in order to carry out the vetting request.

The following information is mandatory when submitting a request for Police vetting:

- **Applicant's name** (if the applicant goes by a single name e.g. Madonna, please select the single name check-box when submitting the request via the website)
- **Gender**
- **Date of Birth**
- **Place of Birth**
- **Permanent Residential Address**

The following information is not mandatory but assists the Vetting Service in locating the correct identity in Police systems:

- **NZ Driver Licence number:** If the applicant does not hold a NZ licence please leave this field blank.
- **Additional aliases:** It is extremely important that any aliases the applicant is known by, e.g. maiden names, are entered as part of the vetting request.

Information for the same person can sometimes be held under different names in the Police system and these names may not be linked to the same person.

Section 3: Consent to release information

This page **MUST** be signed and dated

(NB:- When the forms are submitted to the NZ Police the date on this form cannot be older than 90 days, as they will not be accepted by the NZ Police. The forms will therefore be returned to the club for re-signing and re-dating by the Volunteer).

Evidence of Identity:

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Vulnerable Children Act Regulations 2015.

In order to confirm the identity of the applicant, **two forms of ID must be sighted, one primary and one secondary, one of which must be photographic and a copy provided.**

And evidence that the Secondary ID has been sighted is all that is required, so there is no need to provide this (See following page).

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on or after 1998₁)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- 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 not more than six months earlier*)
- 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 five years may be accepted.

If an applicant is unable to meet the requirements for evidence of identity, please contact Kylie Henderson at Special Olympics National Office at admin@specialolympics.org.nz

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant'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.

Evidence of Identity - Primary

Photocopy of Photo ID of Prospective Volunteer-
(As listed above)

Evidence of Identity - Secondary

Verification that a secondary form of ID has been sighted
(There is no need to supply a photocopy of this, as this only needs to be verified that you have sighted it)

Secondary ID Sighted:- _____.

To be completed by the Identity Referee (e.g. Club Volunteer)

PLEASE refer to notes on next page regarding

Full Name:- _____

Full Address:- _____

Contact Phone Number:- _____

Email Contact:- _____

Signature of Identity Referee:- _____

Date: _____

Use of an Identity Referee to verify an applicant'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 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 Approved Agency.
- Be over 16 years of age.
- Not be related or a spouse/partner.
- Not be a co-resident of the applicant.

To verify an applicant's identity, the Identity Referee must:-

1. Sight the original versions of each identity document.
2. Compare the photographic image with the applicant to confirm they are the same person.
3. Sign and date a copy of each document to verify the documents produced by the applicant relate to that person.
4. Provide his or her name and contact details.
5. Send the signed identity documents to the National Office as the Approved Agency.

Final Checklist for Special Olympics Volunteers

Have all questions on Form 1 been fully completed?	Yes	/	No
Has Form 1 been signed?	Yes	/	No
Has Page 2 of the Police Vetting Service Consent Form been completed?	Yes	/	No
Has Page 3 of the Police Vetting Service Consent Form been signed?	Yes	/	No
Have two forms of Evidence of Identity been sighted?	Yes	/	No
Has a photocopy of the Primary ID of the Prospective Volunteer been supplied?	Yes	/	No
Has verification that the Secondary ID been sighted on the Evidence of Identity?	Yes	/	No
Has the Evidence of Identity Form been fully completed & signed?	Yes	/	No

If the answer to any of the above “**No**”, then the forms cannot be accepted by SONZ and the NZ Police and will not therefore be processed.

And for our internal use ONLY SONZ Forms 3 & 4 may also need to be completed

Does the prospective volunteer intend to be a driver for Special Olympics **Yes** / **No**

If **Yes**, then Form 3 must be completed, signed and supplied to National Office

And for internal club use ONLY the prospective volunteer may also wish to complete the Volunteer Supplementary Information Form, Form 4.

NB Completion of this is not compulsory and is a local club document only, so does not need to be sent in to National Office.