

New Zealand Police Vetting Request and Consent form

What Special Olympics New Zealand applicants need to complete.

PAGE 1: Agency Information

You must fill in the following **two questions**, 'Name of Applicant to be Vetted' and 'Description of Applicant's role' (E.g., John Smith, Papakura club volunteer). Please include name of club in role description.

SONZ will sign and complete the rest of this page as the approved agency.

PAGE 2: Personal Information

The following information is mandatory in order to provide the Vetting Service with enough information to carry out the vetting request:

- **Applicant's name**
- **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.

PAGE 3: Consent to release information

It is mandatory for the applicant to complete the Applicant's Authorisation section at the bottom of page 3, including name, date and signature.

Proof of Identity form

See pages 1 and 2 of the Proof of Identity form for details on how to complete it. It is mandatory to submit Page 1 of the Proof of Identity form completed, dated and signed by the Identity Referee and a photocopy of the applicant's Primary ID, dated and signed by the Identity referee.

When submitting your Police Vetting forms to Special Olympics New Zealand make sure you have included.

- Pages 1, 2 and 3 of the Police Vetting and Consent Form
- Page 1 of the Proof of Identity Form
- A photocopy of your primary ID, signed and dated by the Identity Referee

The date on these forms cannot be older than 90 days, as they will not be accepted by the New Zealand Police.

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 |
|--|---|-------------------------------------|------------------------------------|--------------------------------|

Will the role take place in the applicant's home?

- Yes No

Will the applicant be a volunteer or paid for their role?

- Paid Volunteer

Is this request mandatory under the Children's Act 2014 (CA)?

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

If this is a mandatory Children's 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"/> CA Renewal |
|--|---|-------------------------------------|

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

- | | |
|---|---|
| <input type="checkbox"/> A primary ID has been sighted (Mandatory) | <input type="checkbox"/> A secondary ID has been sighted (Mandatory) |
| <input type="checkbox"/> One form of ID is photographic (Mandatory) | <input type="checkbox"/> 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 if relevant to the purpose of this vetting request. This includes:
 - Conviction histories and infringement/demerit reports
 - Active investigations, 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)
 - b. Section 31(3) of the Children’s Act 2014 applies to this request (safety checks of core children’s workers).
 - c. 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 newly-obtained 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 taken steps to confirm that the purpose of the Police vet still exists – e.g. that I got the role which required a Police vet and am still employed or engaged in it.

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



Proof of Identity Form

Proof of Identity - Primary

You must include a photocopy of your primary ID (See page 2 for accepted primary IDs) **signed** and **dated** by the identity Referee.

Identity Referee

An Identity Referee is required to complete two proof of identity checks, based on identity confirmation requirements set out in the Vulnerable Children Act regulations 2015 and as required by the New Zealand Police.

An identity referee must:

- Be either a person of standing in the community (e.g. registered professional, religious of community leader, police employee teacher, etc) or be a registered volunteer or staff member of Special Olympics New Zealand.
- Be over 16 years-old
- Not be related or a spouse/partner
- Not be a co-resident of the applicant.

The applicant cannot be their own identity referee

Proof of Identity - Secondary

See page 2 for accepted secondary IDs. As long as the Identity Referee has filled out their details and signed and dated the Proof of Identity form, there is no need to provide a photocopy of the secondary ID.

Secondary ID Sighted: _____

Identity Referee Details: (Completed by the Identity Referee)

Full Name: _____

Full Address: _____

Contact Phone Number: _____

Email Address (if applicable): _____

Identity Referee Signature: _____

Date: _____

Proof of Identity - Accepted IDs

Current identity documents are preferred, but documents that have expired within the past five years may be accepted. **One form of ID must be photographic.**

If the applicant is unable to meet the requirements for evidence of identity, please contact Kylie Henderson 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 license contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

To verify an applicant's identity, the identity referee must:

1. Sight the original versions of the primary and secondary identity document.
2. Compare the photographic image with the applicant to confirm they are the same person.
3. Complete page 1 of the Proof of Identity form, including name, contact details and secondary ID sighted.
4. Upload a signed and dated photocopy of the prospective volunteer's primary ID

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms License
- NZ Full Birth Certificate (Issued on or after 1998)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs Include:

- NZ Drivers License
- 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