

NZ Police Vetting Request and Consent Form

Authorises NZ Police to share information about you with Open Polytechnic. All information will be kept confidential.

Open Polytechnic Vetting Check List

Applicant Full Name: _____

Student ID: _____ Programme Applying For: _____

Read	1. Read all pages of this document first. You will need to complete this page and Sections 2 and 3 of the Police Vetting Service Request and Consent Form.	TICK BOX
Identification Documents (ID)	2. Have the following ID (originals and copies) ready for your Identity Referee*. ☐ Primary ID (See page 2 for types of ID accepted) and ☐ Another form of ID (See page 2 for types of ID accepted) and ☐ One of the above must be photographic and, if applicable ☐ Evidence of name change where the names on the ID differ (e.g. marriage/civil union certificate, statutory declaration, etc)	☐
Identity Referee	*The Identity Referee can be: (a) Justice of the Peace (b) Registrar or Deputy Registrar of the court (c) Court Solicitor or Barrister (d) School Principal, or (e) Police Employee If you do not have access to one of these people, please contact the Open Polytechnic Vetting Team on freephone 0508 650 200 to discuss your options.	☐
Verification	Have an Identity Referee* read the following instructions: The Identity Referee* must sight the original ID, compare these with the photocopies and the applicant, and verify that the documents produced by the applicant relate to that person. The Identity Referee* must identify their official designation, sign and date each photocopy, and write words to the same effect: <u>"This is a true copy of an original document that I have sighted"</u> . 3. My Identity Referee* has: ☐ Sighted the original ID documents and endorsed both copies; and ☐ Signed and dated both copies and provided their name and contact details.	☐
Agreement	4. I am aware that Open Polytechnic 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.	☐
Overseas Residence	5. Please list any countries you have lived in other than New Zealand for 12 months or more in the past 10 years. _____ _____ <i>Important: If this is applicable, you will need to provide a criminal record check for each country that you have listed. The Open Polytechnic Vetting Team may be in contact with you.</i>	☐
Send	6. All pages including copies of the verified ID and the completed Request and Consent Form should be sent directly to Open Polytechnic vetting team by: Emailing electronic copies to vetting@openpolytechnic.ac.nz	☐

Types of identification accepted by Open Polytechnic to support Police Vetting Service Request and Consent Form

Primary ID – One of the following required:

Identification Document	Issuing Agency
New Zealand Passport*	Department of Internal Affairs (Identity Services)
New Zealand Full Birth Certificate (issued after 1998)	Department of Internal Affairs (Identity Services)
Overseas Passport*	Relevant Authority in country of issue with New Zealand visa/permit issued by Department of Labour (Immigration New Zealand)).
New Zealand Citizenship Certificate	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)

Note: If you provide a Birth Certificate or NZ Citizenship Certificate from the above list, your additional ID from the list below **MUST** be photographic.

Additional ID – One of the following required:

Identification Document	Issuing Agency
New Zealand Driver Licence*	New Zealand Transport Agency
18+ Card*	Hotel Association of New Zealand
New Zealand Full Birth Certificate (issued before 1998)	Department of Internal Affairs (Identity Services)
Community Services Card	Ministry of Social Development
Professional Teacher or Social Workers registration	Relevant registration boards
Student identity cards* (students applying straight from secondary school) or university student ID cards	Secondary schools and tertiary institutions
NZ issued utility bill (issued not more than six months earlier)	New Zealand utilities providers

*Document contains a photograph of the holder.

If the two identity documents have different names, evidence of a name change must be provided also such as a verified copy of a marriage certificate or statutory declaration.

If you do not have the required forms of ID, please contact the Open Polytechnic Vetting Team on freephone 0508 650 200 to discuss your options.

Important:

- Do not email copies of the original ID. The Identity Referee must sight the original ID and only verified copies of the ID should be emailed to the Open Polytechnic.
- Please ensure both your Request and Consent Form and verified ID provided at the same time to avoid significant delays to processing.
- Current identity documents are preferred.
- **The ID supplied for this purpose is additional to that required for admission to Open Polytechnic.**

Please note that all Education and Mental Health programme students have a role that predominantly involves the delivery of education to a child or a young person. Therefore, pursuant to Section 16 of the Criminal Records (Clean Slate) Act 2004, criminal convictions will not be released IF the applicant is eligible for clean slate.

Please note that all Social Health and Social Work programme students have a role that may involve the care and protection of, but not predominantly involving the delivery of education to, a child or a young person. Therefore, pursuant to Section 19(2) of the Criminal Records (Clean Slate) Act 2004, all criminal convictions will be released EVEN IF the applicant is eligible for clean slate.

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 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 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 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.

Name: _____

Date: _____

Signature: _____

Electronic
Signature

