

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 1211">✓ <i>be over 16 years of age; and</i></td> <td data-bbox="842 1173 1278 1211">✗ <i>not be related; and</i></td> </tr> <tr> <td data-bbox="236 1211 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 1211 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>	
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<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: Agency to complete

For more information please see the [Guide to PVS Request & Consent Form](https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides)
(<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/forms-and-guides>)

1.1 Name of agency submitting vetting request

1.2 Name of the person being vetted

1.3 Description of the role of the person being vetted

This is a brief description of the role (not the job title). This is used by Police to help decide what type of vet is conducted if it is unclear from the following questions.

1.4 Which groups will the person being vetted be working with (select all that apply):

 Children/ Young People Vulnerable Adults

1.5 Does the role involve caring for people in the home of the person being vetted?

This is about whether the person being vetted is providing services out of their own home (that is, are vulnerable children or adults visiting the home of the person being vetted for support).

 Yes No

1.6 Is the person being vetted:

 A paid worker A volunteer Undertaking vocational or educational training

1.7 Is the person being vetted a Children's Worker according to the Children's Act 2014, section 23(1)?

*If the person being vetted is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.
If the person being vetted IS working with children (Q 1.4) AND is a volunteer (Q 1.6), tick 'No' then skip to question 1.9.*

 Yes No (skip to question 1.9)

1.8 Is the role of the person being vetted a core or non-core worker role according to the Children's Act 2014, section 23(1)?

 Core worker Non-core worker

1.9 Has the person being vetted previously been Police vetted by your agency?

 Yes No (skip to question 1.11)

1.10 Is the person being vetted still working in the role for which your agency last obtained a Police vet?

If this request is a renewal of the person's previous vet for this role, please select Yes. Otherwise, answer no.

Yes

No – the person being vetted is applying for a new role or position

1.11 What is the job title of the person being vetted?

1.12 Evidence of identity (to be completed by agency representative or identity referee)

[See consent form guide for details on how to complete this section](#)

A primary ID has been sighted (mandatory)

A secondary ID has been sighted (mandatory)

One form if ID is photographic (mandatory)

Evidence of name change has been sighted (if applicable)

OR: *If your agency is able to accept a verified RealMe identity then:*

An assertion of a RealMe identity has been received (see [consent form 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 as to the identity of the person being vetted.
- ✓ I have obtained the authorisation of the person being vetted to submit this vetting request as set out in section 3 of this form.

Agency Representative:

Name:

Date:

Signature:

Electronic signature

Section 2: Person being vetted to complete and return to agency

* Denotes a mandatory field

2.1 Personal Information

Note the name you are most commonly known by is your primary name

* Family name (Primary)	
* First/Middle name(s)	
* Gender	
* Date of birth	
Place of birth (Town/ City/ State)	
* Country of birth	
NZ Driver Licence number	

2.2 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. Please include ALL names (first, middle and last) for each alias/previous name.

Family name	First name	Middle names

2.3 Permanent residential address

* Flat/ Number/ Street			
* Suburb		Post Code	
* Town/ City			

Section 3: Person being vetted to complete and return to agency

3.1 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:
 - a. Conviction histories and infringement/demerit reports.
 - b. Active investigations, charges and warrants to arrest.
 - c. Charges that did not result in a conviction including those that were acquitted (not guilty), discharged without conviction or withdrawn.
 - d. **Any** interaction I have had with New Zealand Police relevant to the role being vetted, including investigations that did not result in prosecution or were resolved by an alternative resolution programme.
 - e. Information regarding family violence where I was the victim, offender or witness to an incident or offence. This is particularly relevant where the role being vetted for takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
 - f. Information subject to name suppression where that information is necessary for 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 for the purpose of an overseas visa/work permit and authorises the vetting report to be provided directly to the relevant embassy, high commission, or consulate.

Please see the [vetting website](#) for more information regarding the Clean Slate legislation and what may be released.

3. The Police Vetting Service may disclose newly obtained relevant information to the requesting agency after the completion of the Police vet in the following circumstances:
 - a. The disclosure of the newly obtained information is justified under the Privacy Act 2020 (if it had existed or been available at the time of the Police vet, it would have been disclosed); and
 - b. The Police Vetting Service has taken steps to confirm that the purpose for the Police vet still exists – e.g., that I am employed or engaged in a role that required a Police vet.

The Police Vetting Service will take reasonable steps 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 report released to the agency (to be provided by the agency) and can request a correction of any personal information by contacting the Police Vetting Service.
6. Please notify the agency or the Police Vetting Service if you wish to withdraw your consent.

For further information about the vetting process, please see the [vetting website](#).

Authorisation of person being vetted:

- ✓ 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 relevant to my application (as described above) to the agency making this request for the purpose of assessing my suitability.

Name:		Date:	
Signature:		Electronic signature	<input type="checkbox"/>