Request and Consent Form

Section 1 *Agency to complete*

For more information please see the Guide to completing the Request & Consent Form

This form refers to the Policing (Police Vetting) Amendment Bill ("Vetting Bill"), which is expected to amend the Policing Act 2008.

1.1 Name of the agency submitting the vetting request.

KingsWay School

1.2 Name of the vetting subject (the person being vetted).

1.3 Description of the role of the vetting subject.

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 vetting subject 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 vetting subject?

This is about whether the vetting subject 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 vetting subject:

☐ A paid worker ☐ A volunteer ☐ Undertaking vocational or educational training

1.7 Is the vetting subject a Children's Worker according to the Children's Act 2014, section 23(1)?

If the vetting subject is not working with children/ young people (Q 1.4), tick 'No' then skip to question 1.11.
If the vetting subject 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 vetting subject 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 vetting subject previously been Police vetted by your agency?

☐ Yes ☐ No (skip to question 1.11)

1.10 Is the vetting subject 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 vetting subject is applying for a new role or position

1.11 What is the job title of the vetting subject?

This is the title of the job they are being vetted for.

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

See the 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 of 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 the consent form guide for further information).

In making this request, I confirm that:

- ✓ I have complied and will comply with the Authorised Agency Agreement and the Vetting Bill.
- ✓ I am satisfied as to the identity of the vetting subject.
- ✓ I have obtained the authorisation of the vetting subject to submit this vetting request as set out in section 2 of this form.
- ✓ For vetting requests on individuals aged 14 or 15, I have obtained the authorisation of a parent or guardian.

Agency Representative:

Full name:		Date: (dd/mm/yyyy)	
Signature:		Or electronic signature: *	☐

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.

Section 2 *Vetting subject to complete - and return to the agency*

This form refers to the Policing (Police Vetting) Amendment Bill ("Vetting Bill"), which is expected to amend the Policing Act 2008.

2.1 Information about your consent

- *The purpose of this form is to allow the New Zealand Police Vetting Service to* confirm who you are using Police records, carry out a Police vet, and obtain your consent to share any relevant information with the agency that requested the vet.
- *What you are consenting to.* You are agreeing that the Police Vetting Service can share relevant information they hold about you (if any) with the requesting agency. This information will be used to help the agency decide whether you are suitable for the role they are considering you for or that you are engaged in.
- The information that may be shared is outlined in *section 2.2* of this form. For further details, you should refer to the Vetting Bill or visit the Police vetting website.
- You are also agreeing that the organisation that employs or engages you may provide information about your employment/engagement status to Police Vetting Service. See *section 2.2(2)* of this form.
- *Who collects your consent*. The agency requesting the Police vet will collect your signed consent.
- *Your rights under the Privacy Act 2020 include:* you may request a copy of the Police vet report provided to the agency by contacting the agency. You can withdraw your consent to a Police vet at any time before the vetting process is complete by contacting the agency. The agency may keep the Police vet only for as long as required for vetting purposes.
- *How long the information is valid for.* The information in the Police vet is correct only at the time it is shared. It is up to the agency to decide how often they ask for updated vetting.

2.2 Information about you that may be shared

1. **A Police vet will include the following information, if held by New Zealand Police.** *Please refer to the Police vetting website for more information regarding the Clean Slate Scheme, what may be released, and the vetting process.*

   Either:

   a. A result indicating that no information is held or relevant to the purpose of the vetting request,

   Or, one or both of:

   b. The vetting subject's criminal record (if any), unless the Clean Slate Scheme applies.

   c. A summary of other information that is readily retrievable, relevant to the purpose of the vetting request, and deemed accurate.

      This may include pending charges, charges without conviction, youth court charges, infringement offences, demerit points, arrest warrants, involvement in family violence, overseas convictions, police investigations without charges, interactions with Police, and other information held by Police.

      Information may also be released where it is subject to a suppression order or statutory prohibition, involves offences by individuals under 18, or relates to mental health or substance abuse issues.

2. If you had been vetted as a Children's Worker, and you continue to hold that role, the Police Vetting Service may release any newly obtained relevant information to the requesting agency at any time.

   The Police Vetting Service will take reasonable steps to:

   a. confirm that you are still employed or engaged as a Children's Worker – For this purpose, you consent to the requesting agency providing the Police Vetting Service with confirmation of your employment or engagement status in this role.
   b. notify you before any information is disclosed.

3. Information provided in this consent form may be used to update New Zealand Police records.

2.3 Personal information

** Mandatory field*

Family/last name * (*that you are most commonly known by*)			
Given/first and middle name(s) *			
Gender *		Date of birth * (dd/mm/yyyy) *(must be 14 years of age or over)*	
Place of birth (Town/City/State)			
Country of birth *			
NZ Driver Licence number			
Name of parent or guardian *(if vetting subject is 14 or 15 years old *)*			

2.4 Other names

Please include all other names you are or have been known by. Including, but not limited to: previous legal names (eg. maiden names, or due to divorce or adoption), aliases used, name changes by deed poll. Include ALL names - first, middle and last.

Family name	First name	Middle names

2.5 Permanent residential address

** Mandatory field*

Flat/number - and street name *			
Suburb		Postcode	
Town/City *			

Authorisation of vetting subject. By signing this form:

- ✓ I confirm that the information I have provided in this form is about me and is correct.
- ✓ I have read and understood the information above.
- ✓ I authorise New Zealand Police to disclose any personal information relevant to this application (as described above) to the agency making this request.

Full name:		Date: (dd/mm/yyyy)	
Signature:		Or electronic signature: *	☐

If you are 14 or 15 years of age (as at the date of the application) please provide consent from a parent or guardian.

Parent/Guardian's full name:		Date: (dd/mm/yyyy)	
Parent/Guardian's signature:		Or electronic signature: *	☐

* If applicable, ticking this box constitutes an electronic signature and your consent for its use in this form.