

Approved Agency (New Wine) Authorised Representatives

In brief your task is page 1 of the Police Vetting form; confirming the identity of a team applicant

THE TASK

1. You must meet the applicant in person to confirm their identification and documents (see below)
2. The applicant will bring with them: Their completed vetting form
Two ID documents, and (if needed) name change evidence
3. **Page 1**
Ensure the applicant has written their name at the top

Evidence of Identity: Sight the 2 forms of ID ensuring photo ID authenticates the applicant
Ensure first three tick boxes accurately ticked
Tick the fourth box (evidence of name change) if applicable
Ignore the fifth tick box (assertion of a RealMe identity)

Checklist: Read and tick all statements

Approved Agency Rep: Name, sign and date this section
4. **Page 2**
Ensure the applicant has completed all boxes necessary
5. **Page 3**
Ensure the applicant has signed and dated the bottom of the page

Verify the signature against the ID provided

IDENTIFICATION

Two forms of ID are required from an applicant

1. A **primary ID** document - Passport (NZ or Overseas), NZ Firearms Licence, NZ Full Birth Certificate (issued on or after 1998), NZ Citizenship Certificate, NZ Refugee Travel Document, NZ Emergency Travel Document,
2. A **secondary ID** document - NZ Driver Licence, 18+ card, NZ Full Birth Certificate (issued before 1998), Community Services card, SuperGold Card, NZ Employee Photo ID Card, NZ Student Photo ID 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

One form of ID must have a current photo (preferably a passport or drivers licence)

Current identity documents are preferred, but documents expired within the past 5 years will be accepted.

Both IDs must be original copies (no photocopies, electronic or scanned images)

If the ID is under a different name, a document evidencing the name change is required (eg marriage certificate; a deed poll, change of name or a name change certificate)

JOB COMPLETE. NOW WHAT?

The applicant needs to get their form to the New Wine office as soon as possible for processing with the NZ Police. It can be either posted (PO Box 5436, Terrace End, Palmerston North 4441) or scanned and emailed to admin@newwine.org.nz