

Approved Agency (New Wine) Authorised Representatives

In brief your task is page 2 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 name change evidence (if needed)

3. Page 1

Ensure the applicant has written their name at the top and;
Tick if a renewal check for New Wine. Vetting by other organisations cannot be transferred to New Wine

4. Page 2

Evidence of Identity: Tick the box next to option [A] (first box at top of the page)
Sight the 2 forms of ID ensuring photo ID authenticates the applicant
Ensure first three tick boxes under option [B] are accurately ticked
Tick fourth tick box under option [B] if applicable
Ignore fifth tick box "optional additional check"

Checklist: Read and tick all statements

Approved Agency Rep: Name, sign and date this section

5. Page 3

Ensure the applicant has completed all boxes necessary

6. Page 4

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, Birth Certificate, Emergency Travel Document, Refugee Travel Document, Certificate of Identity, Citizenship Certificate
2. Another form of ID – a second document from the list above or a Drivers Licence, an 18+ Card, a Community Services Card or a Firearms License

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

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