

Police Vetting - Agency Representative Task Sheet

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 of page 1

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

Blue Box at bottom 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 Refugee Travel Document
 - NZ Citizenship Certificate
 - NZ Firearms Licence
 - NZ Full Birth Certificate (issued on or after 1998)
 - NZ Emergency Travel Document
2. A **secondary ID** document
 - NZ Driver Licence, 18+ card
 - NZ Employee Photo ID Card
 - NZ Student Photo ID Card
 - SuperGold Card
 - International Driving Permit
 - Steps to Freedom Form
 - Community Services card
 - NZ Full Birth Certificate (issued before 1998)
 - Inland Revenue number
 - NZ Electoral Roll Record
 - NZ Teachers Registration certificate
 - NZ issued utility bill (not more than 6 months old)

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?

Once signed, the applicant needs to get their form to the New Wine office as soon as possible so we can process it with the NZ Police. It can be either posted (PO Box 12042, Inner City, Palmerston North 4444) or scanned and emailed to admin@newwine.org.nz.