



Diocese of Dunedin

Responding to God's Call in Otago and Southland:
Faith Communities reading the Bible, praying, living out the life of Jesus Christ

Anglican Diocese of Dunedin - Police Vetting Application

First Police Vetting application

Please find enclosed an application for Police Vetting for you to complete and return, together with copies of two forms of ID (see below) to Nicola Wong bishops.pa@calledsouth.org.nz or in the enclosed self-addressed envelope. These copies need to be noted as true and correct copies either at the Diocesan Office or by an Identity Referee. Current identity documents are preferred, but documents that have expired within the past five years may be accepted. If you do not have the necessary documents, please contact Nicola for further advice.

Subsequent Police Vetting

If you have had a Police Vetting undertaken through the Diocese within the last three years, you do not need to attach two forms of ID. Instead, please complete the attached confirmation as to whether or not your name has changed since the last Police Vetting. If your name has changed, please attach a supporting name change document.

****How to verify copies of ID for a first Police Vetting application****

Evidence of Identity checks may be completed by an Identity Referee, outside of the Diocesan Office, where it cannot be carried out in person e.g. when completed consent forms are received via email, not in person.

An Identity Referee must:

- be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee);
- be over 16 years of age;
- not be related or a partner/spouse;
- not be a co-resident of the applicant;

To verify an applicant's identity, the Identity Referee must:

1. Sight the original versions of each identity document.
2. Compare the photographic image with the applicant to confirm they are the same person.
3. Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
4. Provide his or her name and contact details.
5. Send the signed identity documents to the Approved Agency.

Example:

I confirm that this is a true copy of the original document which I have sighted. Signed, Agnes Blog, 123 Cherry lane, South Town, ph 0123456. Dated XXXXX



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In order to confirm the identity of the applicant for a first Police Vetting application, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

Primary IDs are:

- *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*
- *NZ Certificate of Identity*

Secondary IDs include:

- *NZ Driver Licence*
 - *18+ card*
 - *NZ Full Birth Certificate (issued before 1998)*
 - *Community Services card*
 - *SuperGold Card*
 - *NZ Employee Photo Identification Card*
 - *NZ Student Photo Identification 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*
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Checklist

I have:

- ☐ Completed, signed and dated my Application Form
- ☐ ***For a first application*** – included copies of 2 forms of ID
- ☐ The two forms of ID have been verified as true and correct copies
- ☐ ***For a subsequent application*** – completed, signed and dated the Name Change letter
- ☐ ***If my name has changed*** since the last application – attached a document to show this.

What happens to my completed application?

The process which is followed is set out here on the Police vetting website:

<https://www.police.govt.nz/advice-services/businesses-and-organisations/nz-police-vetting-service/vetting-process>

- The Police Vetting Agency portal is set up for the Diocese through the Bishop's office. Your completed application form is sent to the Bishop's office to be entered electronically by the Bishop's Executive Assistant ("EA"), who is the only person authorised to submit and access this information.



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- All Police vetting information remains confidential to the Bishop's office. The completed forms are kept in the Bishop's office, where only the Bishop and the EA can access them.
- When Police vetting applications are received back, a one-page report is provided with the details of the applicant and submitting Agency (the Diocese) from the form supplied. A box at the bottom of the report says:
Vetting Outcome: "This application is now complete and New Zealand Police have no information to release on this individual under the details supplied"
- The Faith Community which submitted your application is advised by the EA that your Police Check was completed on [date] with "Nil Disclosure". This is sent to the Safeguarding officer or other authorised person.
- If any information was provided the EA would immediately let the Bishop/Vicar-General know as the EA acts as their representative in this regard.
- A record of the date of your Police Check is kept in the Bishop's office.
- You are entitled as The Applicant (person being vetted) under the Privacy Act to a copy of your Report. Please let Nicola Wong know if you would like a copy.
- Under the Police Vetting regulations, copies of application forms and supporting documents/reports are only allowed to be kept for 12 months. All documents over 12 months are securely disposed of through our commercial document destruction service.

Please contact me if you have any queries. Many thanks, Nicola Wong.