

Kia ora and thank you for being involved in the school plus taking the time to fill in the attached **Vetting Service Request and Consent Form**, that is part of our safety checks.

Doing this can be quite a complicated process now so this wee checklist will be useful with the filling in of the form and gathering the information required before bringing to school for speedy processing.

If you are a whānau volunteer, what is the name of the student/s you are associated with?

- Please fill in pages 2 and 3 of the form only however continue on to page 4 if this applies
- Provide originals of ONE primary ID e.g.
- 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
- Provide originals of ONE secondary ID e.g.
- NZ Driver Licence
 - 18+ card
 - NZ Full Birth Certificate (issued on or after 1998)
 - Community Services card
 - Super Gold card
 - NZ Employee Photo Identification Card
 - NZ Student Photo Identification Card
 - Inland Revenue number
 - NZ issued utility bill (issued not more than 6 mths earlier)
 - NZ Teachers Registration Certificate
 - NZ Electoral Roll Record
 - International Driving Permit
 - Steps to Freedom Form
- Provide original of ONE evidence of name change if the names on the two ID documents differ or differ from the name on the form e.g.
- Marriage Certificate
 - Statutory Declaration
- Once you have all of the above, please bring to the school office

When the result from the vetting service is returned to the school you will be emailed the result.

What is your email address? -----

For non-staff, the board at their Aug 2017 meeting agreed to pass the \$9.80 cost of vetting by NZ Police to the person being vetted. This will be added to student's accounts or invoiced separately.

Thank you again.

Office please

- Copy the original ID evidence documentation (incl. both sides of drivers licence)
- Use the stamp on top of the cabinet to verify all the documents or write your name, signature, date on each copy
- Staple the evidence of identity to the form and put in a sealed envelope in the Director/PA's box or scan and send.