

Process map for NZ Police Vetting request

via Pinnacle - Approved Agency

Step 1 – Obtain applicant details & consent

The applicant completes **Section 2, (pgs.2 and 3)**

The applicant provides evidence of identification.

- primary & secondary IDs - one must be photographic (see list over page).

Step 2 – Check applicant details

The practice checks the applicant's details are completed correctly, **and**

On behalf of the Approved Agency (Pinnacle), the practice completes **Section 1 (pg.1)** - **except** for the box at the bottom. **Instead of that**, the practice **verifies*** the copies of ID (Step 3)

Step 3 – Verify evidence of ID

The practice obtains copies of the identification provided by the applicant. (One primary, one secondary, one of which must be photographic).

The person who sights the original forms of identification must **verify*** the photocopies.

*To verify identification:

- you must be over 16 years of age.
- you cannot be related or a partner/spouse.
- you cannot verify your own identification.

You need to:

1. Sight the originals of each ID and compare the photographic image with the applicant to confirm they are the same person.
2. Write your name, your position/role, then sign and date the photocopy.

Step 4 – Email Pinnacle Police Vetting

The practice emails the completed form including verified copies of identification to : policevetting@pinnacle.health.nz

Step 5 – Request submitted

You should receive an auto-response from Pinnacle Police Vetting acknowledging receipt of your request.

Pinnacle Police Vetting staff will submit the request and on receipt of the response, will forward details to the practice.

NB: Police Vetting responses may take up to 20 days.

Australian Police History Checks: Pinnacle have an agreement to submit NZ Police Vetting requests free of charge but not Australian Police Checks. These incur a cost that will be on-charged to your practice.

Please contact policevetting@pinnacle.health.nz for more details if required.

Note: NZ Police Vetting is ONE part of the Children's Act legislation requirement for Worker Safety Checks.

Documentary Evidence of ID:

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, **one of which must be photographic.**

Primary IDs include:

- 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

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name), evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

To verify an applicant's identity, you must:

1. *be over 16 years of age.*
2. *not be related or a partner/spouse.*
3. *not be a co-resident of the applicant.*
4. *Sight the original versions of each identity document.*
5. *Compare the photographic image with the applicant to confirm they are the same person.*
6. *Sign and date the copy of each document (to verify that they relate to that person).*
7. *Write their name & contact details (practice name or practice stamp can be used for contact details).*