

# The Vetting Process

Vetting is mandatory for all clergy, lay ministers, parish employees, diocesan office employees, wardens, Synod reps, treasurers, Messy Church volunteers, ApprovalPlus authorisers and op shop volunteers. A clear vetting result is required prior to commencement of any of the roles listed below and is required to be renewed every three years, or as required.

What vetting service should I use – the Ministry of Justice or the New Zealand Police Vetting?

Does the applicant's role align with one of these categories?

- Predominantly providing education/protection/care of children, of youth, the elderly or vulnerable adults - *eg. clergy, Sunday school teachers, camp parents, host families, support workers, laypeople regularly visiting a rest home*
- Provision of support services to children/youth but not caregiving - *eg. clergy, mentors, support workers, drivers, counsellors, children/youth leaders, Messy Church volunteers*

Yes

No

Complete **NZ Police Vetting Service Request and Consent Form**, include **two** forms of ID *eg. Passport, Birth Certificate, NZ Citizenship Certificate, NZ Driver's Licence, Community Card, SuperGold Card, NZ Student Card*.  
Please also note one form of ID provided should include your signature.

Complete a **Ministry of Justice Request for Criminal Conviction History – Third Party form**, include **one** form of ID, *eg. Passport, Birth Certificate, NZ Citizenship Certificate, NZ Driver's Licence, Community Card, SuperGold Card, NZ Student Card*, or if no form of ID is available, ask someone known to you to complete the Proof of Identity section.  
Please also note one form of ID provided should include your signature.

Time taken to receive NZPV results - up to 20 working days.

Email completed form with ID to [police.check@waiapu.com](mailto:police.check@waiapu.com) or by post to: The Anglican Centre, P O Box 277, Napier 4117, Attention: Vetting.

Time taken to receive MOJ results – three to five working days.

The Ministry of Justice charges \$10.99 per application. The diocesan office will invoice the parish at month's end.

Results are received via the diocesan office. A letter of confirmation is emailed to the appropriate authorized personnel associated with the applicant.  
Please also note, prior to the three-year expiry date the diocesan vetting co-ordinator will advise of the upcoming re-vet.