

Guide to Completing the Police Vetting Request & Consent Form

Section 1: Parish / Organisation as part of the DoWT must Complete this section

This section is completed by the agency requesting the Police vet. Follow these steps:

1. Agency Name: Enter your agency name – “**Diocese of Waikato and Taranaki**” for the (Area with Parish name or Area with Organisation)
 - *Your Agency Name is –* Diocese of Waikato and Taranaki – for
 - *Parish Name Example –* Morrinsville, Parish of St Matthew
 - *Organisation Example –* Morrinsville, Waikato Selwyn Centre
2. Vetting Subject Name: **Write** the full legal name of the person being vetted.
3. Role Description: Briefly **describe** what the person role will do (**not the job title**).
 - *Role Description Example –* Providing pastoral care and leading worship services
4. Groups Worked With: **Tick** which group or both, if they will work with Children/Young People and/or Vulnerable Adults.
5. Home Care: **Tick** Yes if the role involves caring for people in the vetting subject's home; Otherwise tick No.
6. Role Type: **Tick** whether they are a Paid worker, Volunteer, or In Training.
7. Children's Worker: **Tick** Yes if they work with children and meet the definition under the Children's Act; Otherwise tick No.
8. Core or Non-Core: **Tick** Core – if **unsupervised** contact with children; Non-Core – if supervised contact with children.
9. Previous Vetting: **Tick** Yes if previously vetted by your agency; Otherwise tick No.
10. Same Role: **Tick** Yes if this is a renewal for the same role; Otherwise tick No.
11. Job Title: Enter the **official job title** / role.
 - *Job Title Example –* Vicar or Youth Ministry Leader
12. Identity Evidence: **Tick** All ID boxes, **Must See ID – Primary, Secondary, & Photo ID**, & name change if applicable). **The first three boxes MUST BE ticked and ID Seen by you.**

Section 2: Vetting Subject / Person being vetted must Complete this section

This section is completed by the person being vetted. Here's what to do:

- ❖ Read the consent information carefully and understand what you are agreeing to.
- ❖ Fill in your personal details: Last name, first and middle names, gender, date of birth, place and country of birth, and NZ Driver Licence number (if available).
 - If you are 14 or 15 years old, include your parent or guardian's details.
- ❖ **List all other names you have been known by (e.g., maiden names, aliases).**
- ❖ Provide your permanent residential address including street, suburb, postcode, and city.
- ❖ Sign and date the form (or tick the electronic signature box if applicable).
 - If under 16, your parent or guardian must also sign and date the form.

SCAN & EMAIL completed forms to: Admin@WTAnglican.nz

- ❖ All 4 pages of the Completed Police Vetting form only - (No copies of ID please)
 - The diocese is unable to process incomplete or unsigned (pages 2 & 4) forms.
 - The Diocese can only verify signatures if you are the applicant and come to the office with the correct forms of Identification.
- ❖ Jennifer Fielden – admin@wtanglican.nz