


## Police Vetting Service Check List

(to support Applications for the Health & Fitness Curriculum Area)

Applicant Name: \_\_\_\_\_

<b>Steps:</b>	<b>Check Box</b>								
1. Print Police Vetting Service Request and Consent Form in hard copy.	☐								
2. Complete Section 2 only (see pages 3-4).	☐								
3. Attach copies of verified identification (ID) to the form:  A Trusted Referee* has sighted the original ID documents below, verified the photo ID is me, signed the copy of Photo ID, and provided their contact details:  <input type="checkbox"/> Primary ID document (See page 2 for types of identification accepted) <b>and</b> <input type="checkbox"/> Another form of ID (See page 2 for types of identification accepted) <b>and</b> <input type="checkbox"/> One of the above must be photographic and be signed by your referee with contact details of your referee included (Name, phone number(s), address, email). <b>and, if applicable</b> <input type="checkbox"/> Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc)  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">* The trusted referee must:</td> <td style="width: 50%; border-bottom: 1px solid black;">* The trusted referee must:</td> </tr> <tr> <td style="border-bottom: 1px solid black;">✓ be over 16 years of age; <b>and</b></td> <td style="border-bottom: 1px solid black;">X not be related; <b>and</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;">✓ be a person of standing in the community (e.g. registered professional, religious or community leader); <b>or</b></td> <td style="border-bottom: 1px solid black;">X not be a partner or spouse; <b>and</b></td> </tr> <tr> <td style="border-bottom: 1px solid black;">✓ a Justice of the Peace, or Member of the</td> <td style="border-bottom: 1px solid black;">X not live with applicant.</td> </tr> </table>	* The trusted referee must:	* The trusted referee must:	✓ be over 16 years of age; <b>and</b>	X not be related; <b>and</b>	✓ be a person of standing in the community (e.g. registered professional, religious or community leader); <b>or</b>	X not be a partner or spouse; <b>and</b>	✓ a Justice of the Peace, or Member of the	X not live with applicant.	☐
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4. Sign notification to retain information:  <i>I am aware NMIT will retain the Police Vetting Service Request and Consent Form and Police Vetting Results on my records.</i>  <b>SIGN HERE:</b> _____  <b>DATE:</b> _____	☐								
5. Arrange getting the hard copy of the form to NMIT. <b>Options:</b> a) Bring hard copy to the Health & Fitness Dept Administrator, Level 2, M Block. b) Send hard copy (including verified copies of ID) to: Health & Fitness Administration Private Bag 19 Nelson Mail Centre Nelson 7042	☐								