


Police Vetting Service Check List

(to support Applications for the Health & Fitness Programmes)

Applicant Name: _____

Steps:	Check Box								
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) and <input type="checkbox"/> Another form of ID (See page 2 for types of identification accepted) and <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). and, if applicable <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; and</td> <td style="border-bottom: 1px solid black;">X not be related; and</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); or</td> <td style="border-bottom: 1px solid black;">X not be a partner or spouse; and</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; and	X not be related; and	✓ be a person of standing in the community (e.g. registered professional, religious or community leader); or	X not be a partner or spouse; and	✓ 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> SIGN HERE: _____  DATE: _____	☐								
5. Arrange getting the hard copy of the form to NMIT. Options: 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, Level 2 Private Bag 19 Nelson Mail Centre Nelson 7042	☐								