



## GUIDELINES FOR FILLING IN POLICE VETTING FORMS

- This is a four page document filled in partly by SPELD NZ National Office and partly by you
- Please fill in the highlighted sections marked A-E only
- Please don't fill in page 2
- Please fill in all sections on personal information on page 3 (D)
- Please sign and date page 4 (E)
- Please send the completed vetting form to us along with CERTIFIED photocopies of your passport identity page (expired is fine) and your driver's licence.

### **IMPORTANT – PLEASE NOTE CHANGES TO THE PROCESS REQUESTED BY THE POLICE:**

**Take your original ID documents and photocopies to a referee who will sight the originals and sign the copies to send to us**

- **A referee must be someone aged over 16 who has known you for more than 12 months. The referee should not be related or a partner/spouse or living with you and should be a person of standing in the community (eg. a registered professional, SPELD NZ teacher, religious or community leader)**
- **The referee must sign the photocopies of your ID and alongside write his/her name and contact details. This is only required once. If we already hold copies of your ID documents certified by a referee, you do not have to repeat the process for subsequent police vetting applications through SPELD NZ**
- If you do not have a passport, please provide a copy of your birth certificate instead
- If you do not have a driver's licence, please provide a copy of another form of ID (eg. a Community Services Card or Birth Certificate)
- At least one form of ID provided must have your photo on it
- If names on your ID documents differ, please provide evidence of name change (eg. a marriage certificate)