

Children's Act Renewal: Subsequent CA vetting request for an existing children's worker, required once every three years.

For more information regarding the Children's Act 2014 please go to:

www.childrensactionplan.govt.nz

The Children's Act 2014 legislation is available at:

<http://www.legislation.govt.nz/act/public/2014/0040/45.0/whole.html#DLM5501618>

Evidence of Identity:

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Children's Regulations 2015.

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

Primary IDs include:

- Passport (NZ or Overseas)
- NZ Firearms Licence
- NZ Full Birth Certificate (issued on or after 1998¹)
- NZ Citizenship Certificate
- NZ Refugee Travel Document
- NZ Emergency Travel Document
- NZ Certificate of Identity

Secondary IDs include:

- NZ Driver Licence
- 18+ card
- NZ Full Birth Certificate (issued before 1998)
- Community Services card
- SuperGold Card
- NZ Employee Photo Identification Card
- NZ Student Photo Identification Card
- Inland Revenue number
- NZ issued utility bill (*issued not more than six months earlier*)
- NZ Teachers Registration certificate
- NZ Electoral Roll Record
- International Driving Permit
- Steps to Freedom Form

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

If your applicant cannot provide all the forms of ID you require, we recommend the applicant supplies multiple forms of secondary ID or other documentation to assist you in making an accurate judgement of their identity. Ultimately, the onus is placed on the requesting agency to confirm the ID of the individual being vetted. As such, if you feel comfortable with the applicant's identity, given the documents provided, you may submit the vetting request. It is the responsibility of your agency

¹ The Children's Regulations 2015 states that a NZ Birth Certificate may only be used as a Primary identity document if issued on or after the 1st of January 1998 and carrying a unique identification number.

to ensure you are meeting any legal obligations regarding evidence of ID. For example the Identity Confirmations sections within the [Children's Regulations 2015](#).

Evidence of a name change

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

Assertion of a RealMe verified identity

Approved Agencies who have integrated with RealMe to accept an online assertion of an individual's RealMe verified identity may use this instead of sighting two forms of identity documents.

For information on how your organisation can integrate with RealMe, please see:

<https://www.realme.govt.nz/realme-business/how-realme-works-businesses/implementing-realme/>

Use of a 'delegate' to verify an applicant's identity

The agency representative submitting the vetting request may delegate the sighting of identity documents to another person within their organisation.

For example:

- The agency representative may delegate authority to front counter/reception staff to verify an applicant's ID.
- The agency representative may delegate authority to staff in their offices around NZ to verify an applicant's ID.

Use of an Identity Referee to verify an applicant's identity

Evidence of Identity checks may be completed by an Identity Referee, outside of your organisation, where it cannot be carried out by you in person e.g. when completed consent forms are received via email, not in person.

An Identity Referee must:

- be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee) or registered with the Approved Agency.
- be over 16 years of age.
- not be related or a partner/spouse.
- not be a co-resident of the applicant.

To verify an applicant's identity, the Identity Referee must:

1. Sight the original versions of each identity document.
2. Compare the photographic image with the applicant to confirm they are the same person.
3. Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
4. Provide his or her name and contact details.
5. Send the signed identity documents to the Approved Agency.