



## POLICE VETTING PROCESS

### First Application

**Appointing Delegate requests police vetting** of applicant as part of recruitment requirements

### Second or Subsequent Application

**Bishop's Office** (Licence Holders) or **Diocesan Office** (all else) makes **renewal request** to role holder or parish or Group Coordinator for those who have reached the 3-year renewal timeframe

**Police Vetting Applicant completes police vetting form** and provides all ID/documents, assisted by Appointing Delegate, parish, or Bishop's Office as appropriate

#### Non-Licence Holders

Applicant (or Appointing Delegate/parish/Group Coordinator) emails application form and certified ID/documents to [police.vet@aucklandanglican.org.nz](mailto:police.vet@aucklandanglican.org.nz)

#### Licence Holders

Bishop's Office emails police vetting application form and certified ID/documents to [police.vet@aucklandanglican.org.nz](mailto:police.vet@aucklandanglican.org.nz)

**Diocesan Police Vetting Officer submits police vetting application to NZ Police online portal**

Application code is created and the application is recorded on the police vetting register

**Results** are automatically emailed from NZ Police to the Bishop.

**Clear result confirmations** are forwarded to [police.vet@aucklandanglican.org.nz](mailto:police.vet@aucklandanglican.org.nz) and the Diocesan Police Vetting Officer shares confirmation with the Appointing Delegate, parish, or Bishop's Office as appropriate. Results are updated in the police vetting register and other databases as required to manage renewals.

**Results of Note confirmations** are processed as per the Diocesan Police Vetting Policy.