

As part of a robust recruitment and vetting process we strongly encourage organisations to undertake criminal records checks. Having a criminal record does not mean you need to exclude a potential volunteer but it does mean that you get to make a more informed choice. There are two ways to check criminal records.

### MINISTRY OF JUSTICE (MOJ) Request for Criminal Record Check

*A Criminal Record Check covers criminal and traffic convictions only.*

*Any person, business or organisation can request a criminal record.*

- You can request the volunteer to provide a criminal record check for you. This service is FREE for the individual and normally takes 1-4 weeks to be processed. [More info can be found here](#)
- As an organisation you may choose to process these checks yourself with permission from the individual. To do this you must register as a third party user. There is a charge for this service of \$13 per request. [More info can be found here.](#)

### POLICE VETTING

*Police provide a vetting service for approved organisations that provide care to children, older people and vulnerable members of society in New Zealand.*

*As well as the criminal record, police vetting can also include information on any contact with the police.*

*Organisations need to apply to become an "Approved Agency" in order to undertake Police Vetting*

- Requests can only be made for individuals aged 14 years and older.
- There is a charge for Police vetting but it is free for registered charities (your Charities Registration number must be linked to your account). [Learn more here](#)

### Clean Slate Scheme

The clean slate scheme lets eligible people with no recent or serious convictions and all fines paid, withhold their criminal record as if they had none. [Learn more here](#)

### Making an informed decision

The decision as to whether an individual is suitable or not for a given position remains with the organisation. In making this decision you may consider:

- The nature of offence & relevance to the role.
- Length of time since the crime was committed
- Pattern of crime, was it a one-off or a regular pattern of behaviour?
- Age & maturity now as compared to when the crime was committed.
- The proximity of the person to the vulnerable person (e.g. will they have unsupervised access?)

N.B: Neither Criminal Record Check or Police Vetting are a complete background check. It should be used only as part of a robust recruiting and screening process.