

Checking Criminal Records

As part of a robust recruitment and vetting process we 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: Criminal Record Check (MOJ) and Police Vetting.

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?)



Criminal Record Checks and Police Vetting are not comprehensive background checks and should only be one component of your recruitment process.

Other important steps to consider include conducting structured interviews, checking references, and implementing trial periods where appropriate.