

Request a full **Criminal Conviction History for someone else** (Clean Slate Exception)



Use this form if you want to see a full record of a person's criminal convictions held on the Ministry of Justice's computer systems.

You can only ask to see a person's full record of a person's criminal convictions if it is needed for any of the reasons listed in section 19(3) of the Criminal Records (Clean Slate) Act 2004. It is an offence to ask a person to give you their full record unless section 19(3) applies.

For more information about the Clean Slate Act go to justice.govt.nz/services/criminal-records

Confidential when completed

Step 1 **Third party to fill in this section**

Third party name details

Full name of third party:

Full name of the person or organisation the third party **is acting for** (if applicable):
(i.e. this is the person or organisation who asked the third party to carry out a criminal conviction check)

Third party reference number (if applicable):

Third party return address details

Name of the person to send the information to:

PO Box or

Street Address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

Third party declaration

I declare that this request is made under the section 19(3) exceptions to the Criminal Records (Clean Slate) Act 2004. I understand that it is an offence under section 18 of the Criminal Records (Clean Slate) Act 2004 to ask a person to release a full record of their criminal convictions unless the section 19(3) exceptions apply.

Name of person making declaration:

Position held:

Signature of person making declaration:

Date:

OFFICE USE ONLY
MOJ REQUEST NUMBER



How to fill out this form and the definitions used in this form.

1. You will have been provided this form by a third party* to complete.

2. Complete all the questions from Step 2 on - start with "Your details"

*Third party is the person, potential employer or recruitment agency who has requested the criminal conviction check and will be sent the results. (The third party must complete the front page of this form).

Step 2 Your details (please print)



Important: make sure the name and date of birth you write in here matches your identification in Step 3

Your Personal Details

Surname:

First name:

Middle names (separated by commas):

Date of birth: D D M M Y Y Y Y

Male

Female

Place of birth:

Telephone:

Mobile :

Email:

Previous names – maiden names, other names you are known as or have used

Surname

First name

Middle names (separated by commas)

Your Postal Address

PO Box or

Street address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

Current residential address if different from postal address

Street address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

Please list any other New Zealand addresses you have lived at in the last 10 years

Street address:

Suburb:

Town/City:

Postcode:

Street address:

Suburb:

Town/City:

Postcode:

Street address:

Suburb:

Town/City:

Postcode:

Step 3 Your identification



Please attach a clear photocopy of your identification. It must show your signature. This can be any one of the following:

New Zealand Driver Licence – can be current or expired within the last 2 years, but cannot be cancelled, defaced or a temporary licence.

New Zealand Passport – can be current or expired within the last 2 years, but cannot be cancelled or defaced. Must show your signature.

Overseas Passports – must be current and cannot be expired, cancelled or defaced. Must show your signature.

New Zealand Firearms Licence – must be current and cannot be expired or defaced.

If you do not have any of these forms of identification, you will need to ask someone who can confirm your identity to fill in Step 5.

Step 4 Your authority to release information to a third party

I authorise the Criminal Records Unit, Ministry of Justice, to release a full record of my criminal convictions to the third party under section 19(3) of the Clean Slate Act, even though I may be eligible to have my criminal record concealed under section 7 the Clean Slate Act.

Please tick why this report is required

Pre employment check

Other (please specify)

I want a copy of the information given to the third party

Yes

No

Your signature:

X

Date:

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Step 5 Proof of identity

This step is for people who do not have a driver licence, passport or firearms licence

You will need to ask someone who can confirm your identity to fill in this section. If you are unable to get someone to confirm your identity, then you will need to make a statutory declaration. This form can be obtained from your local District Court or go to www.justice.govt.nz/services/criminal-records

The person who confirms your identity must:

- ✓ have known you for more than 12 months
- ✓ be aged 18 years or over
- ✓ have a daytime phone number and be contactable during normal business hours
- ✗ not be a relative (a relative is a person connected by blood or marriage), and
- ✗ not live at the same address.

Identifier to complete

Identifier's
surname:

Identifier's
first name:

Identifier's middle names (separated by commas):

PO Box or
Street address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

Telephone:

Mobile:

Email:

I declare that I have personally known the person listed below for _____ years and confirm their identity.

Surname:

First name:

Middle names (separated by commas):

Signature of the identifier:

✗

Checklist for the third party



Make sure this form is fully completed to avoid processing delays.

Step 1: Third party contact name and address details are completed in full, otherwise we will return this request to the person you sent the form to for completion.

Step 2: Contains individual's full name and date of birth.

Step 3: Copy of individual's identification is attached to this request; and, the signature on the identification matches the individual's signature in Step 4.

Step 4: The individual has authorised this request by signing and dating the form.

Step 5 (if applicable): Confirmation of the individual's identity if they do not have a valid identification.

Sending your form to the Ministry of Justice

Send this form and copy of identification to:

Criminal Records Unit, Ministry of Justice, National Office, SX 10161, Wellington.

Service standard

The Ministry of Justice will process your request within the agreed service delivery times in your contract with the Ministry of Justice. If you do not hold a contract with the Ministry of Justice, we will endeavour to process this request within 20 working days of the date we receive all the information.

Please do not phone us about your request until it has been 20 working days.