**Guidelines for Applicants**

**Completing the Request to Obtain a Copy of any Criminal Convictions**

**Held on the Ministry of Justice’s Computer Systems**

***Criminal Convictions Check***

The Ministry of Social Development (the Ministry) conducts background checks on preferred appointees for Crown entity Boards it administers, prior to them being considered by the responsible Minister and the Cabinet Appointments and Honours Committee.

We ask you to complete this form and return it to the Crown Entities Team.

***When will checks commence?***

Checks will commence once we have identified the short-list of preferred candidates to be recommended to the responsible Minister. If your application is not successful your form will be destroyed.

The checks are conducted by the Ministry of Justice and information is provided back to the Business Security Team within the Ministry for review. Should anything of concern be raised in the checking process, the Crown Entities Team will discuss this with you.

***What do I fill out on the form?***

It is important that you complete the form in full as set out in these guidelines. There are four things you need to do:

* **Section 1: Subject’s Authority to Release Information To A Third Party**
* Please sign and date this section
* Please also indicate whether you wish to receive a copy of the information provided to the Ministry.
* **Section 2: Third Party Details (don’t complete this section)**
* This section will be completed by the Business Security unit who act as the ‘third party’. Please note the ‘third party’ is the person you are authorising to release this information to.
* **Section 3: Subject’s Details (please print in pen)**
* Please complete all details in full.
* **Identification**
* The Crown Entities Team must sight a copy of one of the following forms of identification:
* Drivers Licence, or
* Passport.
* **Section 4: Proof of Identity (only complete if you cannot produce identification)**
* This section is to be completed by someone who can confirm your identity and they must sign in the ‘Signature of Identifier’ box. This person must:
* Have known you for 12 months,
* Be aged 18 years or over,
* Have a day time telephone number,
* Not be a relative,
* Not live at the same address as you and
* Be contactable during normal business hours.

***What do I do if I am unable to provide identification?***

Please contact the Crown Entities Team who will provide you with a Statutory Declaration form to sign.

***Who do I give the form to?***

The original criminal convictions form and accompanying identification must be sent to the Crown Entity Team (details are provided below).

***Privacy Statement***

The personal information you provide on the criminal convictions form is being collected by the Ministry of Social Development for the purpose of undertaking a background check on you. If you are short-listed for the appointment, we will forward the form to the Ministry of Justice who will carry out the check. If your application is not successful your form will be destroyed in a secure manner.

The intended recipients of your personal information are individuals working for the Ministry who are involved in your appointment process. These individuals will access and use your personal information to carry out background checks as well as to assess your suitability for appointment to the statutory body.

You have a choice of whether you provide us with the information and authorisation requested on the form. If you decide not to provide us with the information and authorisation requested, the Ministry will not be able to progress your application for appointment to the Crown entity.

You have the right to request access to and correction of any personal information held by the Ministry. You can contact us through the Crown Entities Team (details below).

**Please send your completed original form, with accompanying identification to:**

Kelly Miller

Crown Entities Team

Strategy and Governance

Ministry of Social Development

Level 8 Bowen State Building

PO Box 1556

Wellington

**For enquires please contact:**

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