

SWIMMING NZ CENTRALISED POLICE VETTING SERVICE



1. Who needs to be Police Vetted?

All coaches, including volunteer coaches, plus all Technical Officials and Team Managers who are participating at Regional and National Events.

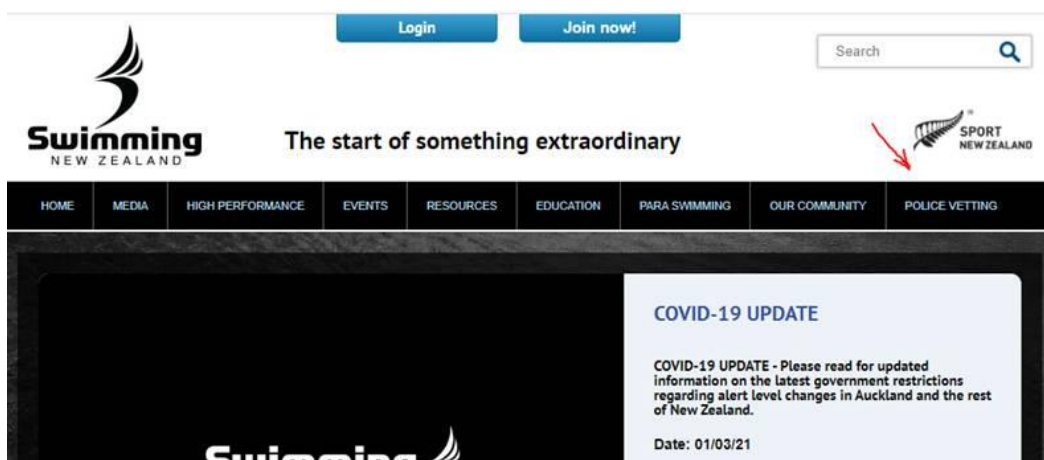
2. Term of my Police Vet:

- Coaches (includes volunteers): Two years.
- Technical Officials & Team Managers: Three years

3. Process:

Step 1:

Go to the Swimming NZ [website](#) and look for the **Police Vetting icon** indicated below:



Step 2:

Complete the Swimming NZ Consent to Disclose and submit.

Consent to Disclose:

In completing and submitting this Police Vetting form I give my consent that if my police vetting report is returned showing the existence of a prior criminal record that Swimming NZ will notify my swimming club that my police vetting application has been returned "with a result". I understand and acknowledge that Swimming NZ will not disclose the nature or details of any criminal record to the club.

Step 3:

Complete all sections of the 3 pages of the Police Vetting form, that have not been completed by Swimming NZ, ensure you SAVE;

NOTE: If using an electronic signature, note your name in full and mark the box with an 'X'

Email the follow documents separately to henrietta@swimming.org.nz

1. Your completed Police Vetting form
2. A copy of either your driver license OR passport, OR birth certificate can be used as proof of ID along with photo ID.

Step 4:

Your police vetting forms will be processed, once clearance has been received you will be advised, your Accreditation will be activated, and you will receive a letter of confirmation along with the renewal date.