Police vetting registration summary

The following information has been taken from the NZ Police website. For more details go to:

## <https://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/ask-police-vetting>

See also:  
<https://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/tips-and-hints>

**Note:**   
Only approved organisations, not individuals, can use the Police Vetting Service.

**Two simple steps**

To register an organisation with the Police Vetting Service, follow these two simple steps:

**Step 1**

**Get approval to use the Vetting Service**

Prepare the following information:

* organisation name
* contact person
* contact phone number
* email address
* a description of the type of service your organisation provides, supported by a website link or attached brochure
* a list of the roles that will need a Police vetting check.

Email, fax or post this information to the [Police Vetting Service](https://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/contact-details).

**Step 2**

**Register for the electronic Police Vetting Service**

To register for the electronic Police Vetting Service the main contact of an approved organisation will be asked to complete and sign a [Memorandum of Understanding (MOU)](https://www.police.govt.nz/sites/default/files/publications/vetting-mou-agreement.doc) [DOC 190 KB].

Email or post this form to the [Police Vetting Service](https://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/contact-details).

Organisations also need to register with the separate RealMe system using the [RealMe login](https://services.police.govt.nz/portal/Authn/GLS).

**Submit a vetting application**

Submit vetting applications through QueryME using the RealMe logon link at the top of this page. QueryME is the dedicated Police Vetting website. Before you submit an application you must get the [signed consent](https://www.police.govt.nz/advice/businesses-and-organisations/police-vetting/police-vetting-forms) of the person to be vetted. You are expected to retain the signed form until the vetting process has been completed.

**What happens after you have made an application?**

1. You will get an automatic no-reply acknowledgement from QueryME.
2. You will be told by email when vetting results are available to view on QueryME. Results will be available to view or download for 90 days. Once opened, results will only stay on the website for seven days.
3. Discuss the vetting results with the vetted person. This gives them a chance to confirm the accuracy of the information and to explain aspects if necessary.