



# CRA BULLETIN

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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

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## HOW TO CHECK FOR CRIMINAL RECORD

### Request authorisation to view someone's criminal record

If you are an Employer seeking a job applicant's authorisation to check for a criminal record and you wish to obtain details of any convictions, you should follow the steps below.

Go to the Ministry of Justice website and download the Request by Third Party for a Copy of an Individual's Criminal Convictions and print the form

([www.justice.govt.nz/services/criminal-records/forms/request-by-third-party.pdf](http://www.justice.govt.nz/services/criminal-records/forms/request-by-third-party.pdf))

It needs to be completed and signed by both person whose criminal record is being requested and the Employer they are authorising to view their record.

1. Attach a copy of the applicant's valid drivers' licence OR passport. Do not send original identification. If they do not have a drivers licence or passport, they will need to ask someone to confirm their identity, using Section 4 of the form.
2. Post the completed form and copy of identification to:

Criminal Records Unit  
Ministry of Justice  
SX10161 Wellington

Note - completed and signed applications dated six months or older will not be accepted for processing.

### What happens next?

The Police will post a copy of the applicant's criminal record to the Employer within 20 working days of the date they receive the completed form and identification. (Please note that this does not include postage time).