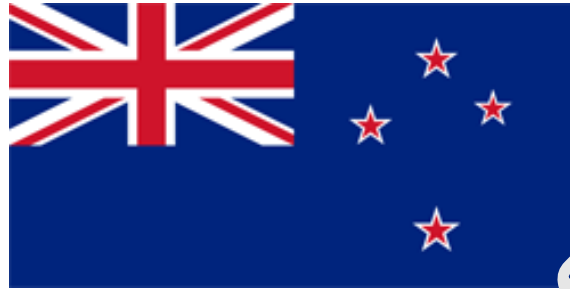


Criminal Record Check Guideline (New Zealand)



Due to provisions of the Privacy Act 1993, the Ministry requires a signed authority from you before we can access your information. **The Ministry of Justice is unable to provide your information over the telephone. You must apply in writing on the correct form.**

You can obtain the information about yourself by **applying to the Privacy Unit of the Ministry of Justice**. The request is made on the following application forms that are designed to ensure that the information you are requesting actually applies to you and not to another person.

1. Priv/F1 - Request by Individual

This form is used to determine eligibility under the Clean Slate criteria. The form may be used to obtain a full record of your criminal history held by the Ministry.

Download the form (PDF 207KB) to print a copy for your use by clicking on the following link:
<http://www.justice.govt.nz/privacy/request-by-individual.pdf>

2. Priv/F2 – Request by Third Party

This form authorizes the release of the information to a third party e.g. another person or agency.

Download the form (PDF 207KB) to print a copy for your use by clicking on the following link:
<http://www.justice.govt.nz/privacy/request-by-third-party.pdf>

3. Priv/F3 – Request by Third Party (Section 19 Exception to Criminal Records (Clean Slate) Act 2004)

This form provides for specific exceptions where a complete criminal record is required. The **form is available in hard copy and can be obtained from your local District Court. Alternatively**, you may ask for the applicable form to be sent to you by writing to:

**The Privacy Unit
Ministry of Justice
National Office
PO Box 2750
Wellington.**



(주)코비아 컨설팅
서울시 강남구 삼성동 142-3 엘지에플라트 B 동 832 호
TEL. 02 553 6210.6~7, FAX. 02 6642 6210
www.korvia.com

Or

by contacting a Privacy Assistant on telephone +64 (4) 918 8800, or fax +64 (4) 918 8974.

Note that you cannot obtain the information from the Office of the Privacy Commissioner. If you write to the Privacy Commissioner's Office, your letter will be referred to the Ministry of Justice. This will delay the processing of your application.

Application requirements

Full instructions are on the forms. Please take particular care to complete all applicable sections of the form.

You need to complete the application form to enable the person accessing the records to be able to identify you correctly. **Many people write a letter but do not give their date of birth or their full name.** This makes it almost impossible to identify the correct person and causes a delay while we obtain full identification information from you.

The completed form will need to be signed by you and accompanied by a signed form of identification, specifically a photocopy of your passport or drivers license. **Please do not send original identification.** Alternatively, a signed proof of identity (which is a section in the application form) will be accepted. Forms unaccompanied by suitable identification will *not* be processed, ultimately delaying your request for information.

Please forward the original application form only, as we are unable to accept faxed applications unless you have specific arrangements with the Ministry or reside overseas.

A copy of your application is kept for three months and is then destroyed. Your information is kept in a secure area which has restricted access.