### Create a vetting request (new process)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Procedure | Follow the steps below to create a vetting request.

|  |  |
| --- | --- |
| **Step** | **Action** |
| 1 | Click **Open Agency** next to the agency you want to create a new vetting request for. **Result:** The **Request History** screen displays.  |
| 2 | Click **Submit Request**.**Result:** A list of pre-defined roles will be displayed on the page based on your agency type.Select the role of the applicant:Note: If none of the displayed roles are suitable for the applicant you wish to vet then please contact the New Zealand Police Vetting Service at queryme@police.govt.nz.Depending on the role of the applicant you will be prompted to answer some or all of the below questions.Your responses to these questions assist the Vetting Service in processing your request. |
| 3 | Will the role take place in the applicant's family environment?Select either ‘Yes’ or ‘No’.After selecting an answer click **Next**. |
| 4 | Will the applicant will be a volunteer or paid by your agency for their role?After selecting an answer click **Next**. |
| 5 | Select whether the vetting request is mandatory under the Vulnerable Children Act 2014 or an optional Police vet and click **NEXT**.**Result:*** If you select **optional**, then the screen displays the fields that you need to complete for this vetting request.

If you select mandatory, then the following question displays. |
| 6 | Select either **core worker** or **non-core worker** and click **NEXT**.**Result:** The vetting request details display a series of fields relevant to what you have selected in the previous questions.**Example:**  |
| 7 | Complete the appropriate fields for this vetting request and click **Submit Request.** |

 |