





MOJ Criminal Record Check Standard Operating Procedure

<ol style="list-style-type: none"> Click on the link https://www.justice.govt.nz/criminal-records/ Click on the 'Apply Online' 											
<ol style="list-style-type: none"> Select the 'Individual Request' under the 'Requesting your own criminal record' 											
<ol style="list-style-type: none"> You will then be taken to a new window, 'Criminal Record Check'. To complete this part, you will need: <ol style="list-style-type: none"> Valid Identification (being one of the following): <ul style="list-style-type: none"> ✓ A New Zealand Driver's Licence, clearly signed. This can be current or expired within the last 2 years. You can't use a cancelled or temporary licence. ✓ A New Zealand passport, clearly signed. This can be current or expired within the last 2 years. You can't use a cancelled passport. ✓ An overseas Passport, clearly signed and current. ✓ A current New Zealand Firearm Licence. Signed and dated Proof of Signature Form (as pictured on the right, must be): <ul style="list-style-type: none"> ✓ Clear and readable ✓ Exactly the same as the details you provide in the online form ✓ Exactly match the signatures on the ID 	 <h3>Your authority to release information</h3> <p>I authorise the Criminal Records Unit, Ministry of Justice, to provide me with the details of any criminal convictions I may have which are held on the Ministry of Justice's computer systems.</p> <p>Your full name:</p> <input type="text" value="Joe Bloggs"/> <p>Your signature:</p> <input type="text" value="x J. Bloggs"/> <p>Date (DD/MM/YYYY)</p> <table border="1"> <tr> <td>2</td> <td>2</td> <td></td> <td>0</td> <td>4</td> <td></td> <td>2</td> <td>0</td> <td>2</td> <td>1</td> </tr> </table>	2	2		0	4		2	0	2	1
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<p>✓ Dated within the last six months</p> <p>Please ensure that all files are saved as .JPG, .JPEG, .PNG, or .PDF file format and must be no larger than 6MB for each document.</p>		
<p>5. Once you have all the documents ready, scroll down to the bottom of the page and tick 'I have the documents needed, and ready to begin my request' and 'I'm not a robot'</p> <p>6. Select Create Request</p>	<div style="background-color: #e0f2f1; padding: 10px;"> <input checked="" type="checkbox"/> I have the documents needed, and ready to begin my request Create Request </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; align-items: center;"> ✓ I'm not a robot <div style="margin-left: 20px;">  <p style="font-size: 8px;">reCAPTCHA Privacy - Terms</p> </div> </div> </div>	
<p>7. A Pop up message will appear, please read carefully and select 'Continue'</p>	<div style="border: 1px solid #ccc; padding: 15px;"> <h3 style="margin-top: 0;">Individual authorisation</h3> <hr style="border: 0.5px solid #ccc;"/> <p>You are requesting a copy of your Criminal Conviction history report to which the provisions of the Criminal Records (Clean Slate) Act 2004 apply.</p> <p>This report will only be provided to you.</p> <p>Additional information</p> <p>The Information Management Group (NZ) Ltd will collect this request information and provide it to the Ministry of Justice. All personal details relating to this request are removed from The Information Management Group (NZ) systems 3 months from the date your request is processed.</p> <p>Authorisation</p> <p>By clicking on the continue button below and entering and uploading your details in the following screens, you agree to the Ministry of Justice providing this report. If you do not agree please click the cancel button.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> Cancel Continue </div> </div>	

8. Fill in the Applicant Details and Address, then Select Next.

9. Under 'Report' Section, select 'No' and Next.

Report

Do you want to receive a full record of your criminal convictions held on the Ministry of Justice's systems? *

If you have any criminal convictions, they will not appear on your criminal conviction history report if you meet the eligibility criteria of Section 7 of the Criminal Records (Clean Slate) Act 2004 unless you ask us to provide this to you.

Select Yes if you want to receive a full record of your criminal convictions held on the Ministry of Justice's computer systems. For example where this is a requirement for immigration or to get a visa from a foreign country.

Important. Do not select Yes if you are giving your criminal conviction history report to another person or third party such as a recruitment agency, employer or insurer.

Yes No

Cancel **Next**

10. Upload all your documents that was prepared in Section 3 (Valid ID and Proof of Signature). Select 'Next'

Upload

You **Must** upload all required documents

Remember the file types accepted are: (.JPG, .JPEG, .PNG, .PDF)
Each upload must be no larger than 6MB.
Please upload the correct documents to the corresponding field.
Please ensure you have used appropriate naming conventions for your files.

Applicant identification *

ID type * Please select ...

Page 1 * Please select ...

Browse...

Applicant identification is required

Proof of signature

Browse...

Proof of signature form is required

Cancel **Next**

11. Read the declaration and tick 'I accept this declaration' and click 'Complete'

Declaration

I declare that the information I have given in this request is, to the best of my knowledge, true, complete and correct. I understand that if I have provided incorrect or incomplete information, the Ministry of Justice may not be able to provide an accurate result.

I accept this declaration *

Cancel **Complete**

12. A message will then appear to Thank you and confirm that your request has been submitted.

13. You must enter the email mojreturn@adecco.co.nz into the acknowledgement field as this is proof to Adecco that you have requested for an MOJ Check to be done.

Criminal Record Check

REQUEST SUBMITTED

Thank You.

Your request will be processed within 3 working days.

Enter an email address below if you want to receive an acknowledgement email

This is optional

Send

Return to Home

14. The acknowledgement email will look like this.



Criminal Record Check <noreply@criminalrecords.govt.nz>
Thu 22/04/2021 9:23 AM
To: You



Acknowledgement: Individual Request for Joe Bloggs, W0H9JDH44.

We have received your request for information about your criminal convictions. You should get your information within 3 working days.

We will let you know if we need more information from you about your request.

Please do not reply to this email as this is an automated message. Replies sent to this address will not be read or responded to.

This message (including any attachments) is confidential and may be legally privileged. If you are not the person it was meant to be sent to, you should not copy, use or tell anyone about any part of it. Please delete all copies immediately and contact us at justice.govt.nz/criminal-records/contact-us/

If you have any technical difficulties, please contact the Criminal Records Team
You can contact us by email or phone between 8am and 5pm Monday to Friday (except on public holidays).

Email: CCHonline@justice.govt.nz

In New Zealand - Phone: 04 918 8800 and ask to speak to a Criminal Records Officer

Overseas - Phone: +64 4 918 8800 and ask to speak to a Criminal Records Officer