



Information for Sole Traders:  
No Vulnerable Children's Act Requirement

Ministry of Social Development

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# Verification Requirements

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## Introduction

Hi, the Ministry of Social Development has requested for some of your personal and/or career information to be verified and they've chosen to use CVCheck as their independent third-party provider to conduct these checks on you.

The type of verification checks to be conducted have already been selected and we require you to complete and pay for the order online. Please refer to the instructions on the next page to begin your order.

## Screening for your whole organisation:

Through CVCheck's secure online system, employers can easily verify their employee's personal and career information. We offer over 1000 verification checks across 190 countries which include Police, Traffic, Employment References, Employment Verifications, Qualifications, Credit, Financial, Business and Children's Worker Safety Checks.

## Need help?

If you need any help ordering your checks or would like to learn more on how we can help your organisation screen your employees, please get in touch with CVCheck's customer service team on 0800 282 432.

# Instructions for placing your order

1. The Ministry of Social Development requires you to order one of the below check packages. Please choose the appropriate package that meets your individual circumstances and click the link to place that order.

Sole Trader – Accredited	Sole Trader – Non-Accredited
<p>If your job <b>requires</b> you to be a member of a professional body or hold a licence to practice, you're required to order the following package:</p> <p><b>Sole Trader Accredited with a Police Vet</b> \$228.28 inc GST</p> <ul style="list-style-type: none"><li>• Police Vetting</li><li>• Identity Check</li><li>• Driving Licence Check</li><li>• Credit Check</li><li>• Professional Membership Check</li></ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/5N3RG3Q">https://ww4.cvcheck.com/checks/5N3RG3Q</a></p>	<p>Your job <b>does not</b> require you to be a member of a professional body or hold a licence to practice, you're required to order the following package:</p> <p><b>Sole Trader Not Accredited with a Police Vet</b> \$188.03 inc GST</p> <ul style="list-style-type: none"><li>• Police Vetting</li><li>• Identity Check</li><li>• Driving Licence Check</li><li>• Credit Check</li></ul> <p><b>Click to order now:</b> <a href="https://ww4.cvcheck.com/checks/NR7HVLQ">https://ww4.cvcheck.com/checks/NR7HVLQ</a></p>

2. Once you're logged in, follow the prompts and enter all the information we require to conduct these checks. You'll then need to make payment at the end.
3. Once payment is made, you'll be required to complete some additional forms. Click on "Upload Documentation". These additional documents will also be emailed to you.

**Payment Successful**

Thank you. Your order has been received, however documentation and copies of your ID are required before your order can be processed.

**Tracking your order**  
You can track the progress of your order on your Dashboard at any time, as all reports are updated in 'real time' ... or wait for our email advising that all the checks in your order have been completed.

**Viewing your Invoice/Receipt**  
You can view and print your Invoice/Receipt now by clicking the button below ... or open it at any time from the Invoices page (**Orders** | **Invoices**).

[View Invoice/Receipt](#)

**Next Steps**

**Documentation & ID required**

Your order has been received, however documentation and copies of your ID are required for your order.

We have also sent you an email with instructions in case you are unable to do this now.

[Upload Documentation](#)

You can visit your Dashboard at any time to monitor the progress of your checks.

- Once the required forms have been uploaded – you'll need to upload copies of ID.

**NZ Certified ID Check** Back

To enable us to process the NZ checks you have ordered and ensure we conduct the checks on the right person, you must provide **1 x Category A** document and **1 x Category B** document. The combination of both documents **must include your full name and date of birth**. Sufficient **Change of Name** documentation must also be provided if any ID is not in your current name (showing all links from any different name to your current name).

Tips to ensure ID gets accepted ➔

✖ Category A : Passport - with Photo ▼ 70 pts

Must be current, or expired within the previous two years (not cancelled).

**MUST be certified** ... [click here for details about Certified ID in NZ.](#)

Upload ID ➔

Select another ID ➔

- Once you have successfully placed your order and submitted all the required documentation/ID, the CVCheck team will begin processing your request asap. The estimated time to complete all the checks can take up to **20 business days**. CVCheck will send you an email confirmation once your checks have been completed.

**Please send the MSD a copy of your results.**