

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

Ministry of Social Development

Verification Requirements

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.

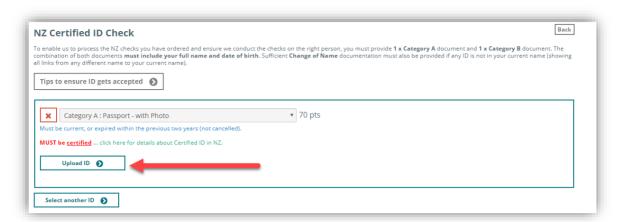
Sole Trader – Accredited Sole Trader - Non-Accredited If your job **requires** you to be a member of a Your job does not require you to be a member of a professional body or hold a licence to practice, professional body or hold a licence to practice, you're required to order the following package: you're required to order the following package: Sole Trader Accredited with a Police Vet Sole Trader Not Accredited with a Police Vet \$228.28 inc GST \$188.03 inc GST Police Vetting Police Vetting **Identity Check Identity Check Driving Licence Check Driving Licence Check** Credit Check Credit Check Professional Membership Check Click to order now: Click to order now: https://ww4.cvcheck.com/checks/NR7HVLQ https://ww4.cvcheck.com/checks/5N3RG3Q

- 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.



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



5. 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.