

# Request your own criminal conviction history

You are asking for your criminal conviction history. Please fill out this form carefully and ensure all the information provided on this form is complete and the identification provided is valid.

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.



This form can be completed by typing in the fields or by writing in CAPITAL letters inside the boxes using a BLACK or BLUE pen.

Please post the completed, signed and dated form along with the copy of your ID to:

Criminal Record Applications  
EX11064  
Auckland  
New Zealand.

## Your personal details

### Your personal details

Surname

First name

Middle names

*Leave a space between names*

Date of birth

*If you have a current NZ driver licence please enter your licence number here*

Your gender

Male

Female

Do not wish to state

New Zealand driver licence



Make sure that the name and date of birth above matches that shown on the identification that you provide with your application.

### Previous names

Include maiden names and any other names you are known as, or have used

Surname

First name

Middle names

Surname

First name

Middle names

Surname

First name

Middle names

## Your postal/contact details



We will send your report to the email address you provide below. If you do not provide an email address, we will send it by post.

Street no.

Street name

Suburb

Town/city

State

Postcode

Country

Email

Home phone

Mobile

### Residential addresses

List below your current residential address (if different from above)

Street address:

Suburb:

Town/city

Postcode

Country

List any other New Zealand addresses you have lived at in the past 10 years

Street address:

Suburb:

Town/city

Postcode

Street address:

Suburb:

Town/city

Postcode

Street address:

Suburb:

Town/city

Postcode

Street address:

Suburb:

Town/city

Postcode

## Your identification



Please attach a clear copy of your identity document from the list below (choose only one). It must show your signature. Please tick the box below to show which type of document you are providing.

**New Zealand driver licence** – this must be current or can have expired within the last 2 years. We do not accept cancelled, defaced or temporary licences.

**New Zealand passport** – this must be current or can have expired within the last 2 years. We do not accept cancelled or defaced passports.

**Overseas passports** – this must be current and cannot be expired, cancelled or defaced.

**New Zealand firearms licence** – this must be current and cannot be expired, cancelled or defaced.

**Proof of identity** – If you do not have any of the above forms of identity, you may have someone complete a “proof of identity” on your behalf. They must complete the Proof of Identity form which can be downloaded from [justice.govt.nz/criminal-records](http://justice.govt.nz/criminal-records). This person must:

- ✓ have known you for more than 12 months
- ✓ be aged 18 years or over
- ✓ be contactable during business hours
- ✗ not be a relative (either by blood or marriage), and
- ✗ not live at the same address.

If you are unable to provide any of the above forms of identification, please go to [justice.govt.nz/criminal-records](http://justice.govt.nz/criminal-records) and complete a statutory declaration.

### Full record of convictions

If you have any criminal convictions, they will not appear on your report if they meet the criteria under the Criminal Records (Clean Slate) Act 2004. There are situations where you might be asked to provide a full record (e.g. some foreign countries require this for visa purposes). The Ministry is only able to provide this to you and not to a third party.

Tick this box if you want to receive a full record.

## Declaration

I have filled in this application myself

I had help filling in this form because I have a disability or language difficulty

### By signing this declaration:

I declare that the information I have given in this application is, to the best of my knowledge, true, complete and correct.

I understand if I have provided incorrect or incomplete information, the Ministry of Justice may not be able to provide an accurate record of my convictions.

**Sign & date** your declaration below (the signature below must match the signature on your ID).

The Ministry of Justice does not process applications where the date of the signature is older than 6 months.

Signature

Date signed

Full name



**Service Standard:** The Ministry of Justice aims to process all complete and correct requests within 3 working days from receipt. This does not include postage time.