

# Request your own Criminal Conviction History

## Confidential when completed

REQUEST BY INDIVIDUAL UNDER THE PRIVACY ACT 1993 FOR A COPY OF ANY CRIMINAL CONVICTIONS HELD ON THE MINISTRY OF JUSTICE'S COMPUTER SYSTEMS.

## Step 1 **Your details** (please print)



**Important: make sure the name and date of birth you write in here matches your identification in Step 2**

### Your Personal Details

Surname:

First name:

Middle names (separated by commas):

Date of birth: **D D M M Y Y Y Y**

Male

Female

Place of birth:

Telephone:

Mobile :

Email:

### Previous names – maiden names, other names you are known as or have used

Surname

First name

Middle names (separated by commas)

### Your Postal Address

PO Box or

Street address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

**OFFICE USE ONLY**  
MOJ REQUEST NUMBER

**Current residential address if different from postal address**

Street address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

**Please list any other New Zealand addresses you have lived at in the last 10 years**

Street address:

Suburb:

Town/City:

Postcode:

Street address:

Suburb:

Town/City:

Postcode:

Street address:

Suburb:

Town/City:

Postcode:

## Step 2 Your identification



**Please attach a clear photocopy of your identification. It must show your signature. This can be any one of the following:**

**New Zealand Driver Licence** – can be current or expired within the last 2 years, but cannot be cancelled, defaced or a temporary licence.

**New Zealand Passport** – can be current or expired within the last 2 years, but cannot be cancelled or defaced. Must show your signature.

**Overseas Passports** – must be current and cannot be expired, cancelled or defaced. Must show your signature.

**New Zealand Firearms Licence** – must be current and cannot be expired or defaced.

If you do not have any of these forms of identification, you will need to ask someone who can confirm your identity to fill in Step 5.

## Step 3 Full record of convictions

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.

Tick this box 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 tick this box if you are giving your criminal conviction history report to another person or third party such as a recruitment agency, employer or insurer. If someone asks you to provide your criminal conviction history, they should use the Ministry's form "Request someone else's criminal conviction history". You can get a copy from [justice.govt.nz/criminal-records](http://justice.govt.nz/criminal-records)**

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.

Your name:

Your signature:

X

Date:

D D M M Y Y Y Y

## Step 4 Checklist



**Make sure this form is fully completed to avoid processing delays.**

**Step 1:** Contains your full name and date of birth.

**Step 2:** A copy of your identification is attached to this request.

**Step 3:** You have signed and dated the form.

**Step 5 (if applicable):** Confirmation of your identity if you do not have a valid identification.

### Sending your form to the Ministry

Send this form and copy of identification to:

**Post:** Criminal Records Unit, Ministry of Justice, National Office, SX 10161, Wellington.

**Email:** [criminalrecord@justice.govt.nz](mailto:criminalrecord@justice.govt.nz)

### Returning your report to you

Tick a box to tell us how you want your report returned.

By standard post

By email

Please provide your return postal or email address if it is different to the address you provided on page one.

We cannot send your report to another person or third party.

### Service standard

The Ministry of Justice will process this request within 20 working days of the date we receive your completed application. Please note that this does not include postage time.

**Please do not phone us about your request until it has been 20 working days.**

## Step 5 Proof of Identity

### This step is for people who do not have a driver licence, passport or firearms licence

You will need to ask someone who can confirm your identity to fill in this section. If you are unable to get someone to confirm your identity, then you will need to make a statutory declaration. This form can be obtained from your local District Court or go to [www.justice.govt.nz/services/criminal-records](http://www.justice.govt.nz/services/criminal-records)

#### The person who confirms your identity must:

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

#### Identifier to complete

Identifier's  
surname:

Identifier's  
first name:

Identifier's middle names (separated by commas):

PO Box or  
Street address:

Suburb:

Town/City:

State/Province:

Postcode:

Country:

Telephone:

Mobile:

Email:

**I declare that I have personally known the person listed below for \_\_\_\_\_ years and confirm their identity.**

Surname:

First name:

Middle names (separated by commas):

Signature of the identifier:

✗