



# Information for Graduate Midwives: Vulnerable Children Act Requirement

Midwifery Council of New Zealand

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# Getting Job Ready as a Qualified Midwife

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## Introduction

Congratulations on your recent graduation and registration as a midwife, we wish you all the best at this exciting time in your career.

Before you can begin your employment, it's a legislative requirement under the Vulnerable Children Act 2014 (the Act) for you to complete a Children's Worker Safety Check as a new worker. CVCheck has been contracted by the Ministry of Health to provide this service to you.

CV Check (NZ) Ltd (CVCheck) provides independent third-party safety checks on children's workers to help individuals and employers comply with their obligations under the Act. These safety checks involve gathering a range of key information about a person and evaluating this information to determine whether the person poses any risk in being employed to work with children.

CVCheck has been Gazetted by the Director-General of Health and selected as the provider of Children's Worker Safety Checks for specific groups of children's workers from the Ministry of Health, Ministry of Education and Ministry of Social Development (see <https://gazette.govt.nz/notice/id/2017-go730>)

## Your Children's Worker Safety Checks

The checks that we'll be conducting for you are:

- Employment verification
- Telephone interview
- Children's Worker Safety Check Risk Assessment

And the total cost for these will be \$139.07

You will receive a **Final Assessment** which details the outcome of each of your checks. You can view a sample by visiting this page on our website: <https://cvcheck.com/gnz/cwsc-assessment>

The result of this Final Assessment is either:

- Clearance to work with children for 3 years; or
- Notice that your clearance has been declined.

You can easily download and share your Final Assessment report directly from your CVCheck account.

To get your checks underway, click on the following link <https://ww4.cvcheck.com/checks/ZM3CVU7>. Further instructions are on the next page.

## Need Help?

If you need help to sign up and order your checks, please get in touch with our customer service team on 0800 282 432 and we'd be happy to help you.

Good luck with your career and we look forward to speaking with you soon.

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# Instructions for placing your order

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1. **Ordering Your Checks** – Click on the following link to begin your order:  
<https://ww4.cvcheck.com/checks/ZM3CVU7>
2. **Enter Your Details** - Follow the prompts on screen and enter all the information required to conduct your checks.
3. **Payment** - After entering the required information, you'll be prompted to pay for the checks.
4. **Complete Your Forms** – Upon successful payment, you'll need to complete some additional forms. Click on "Upload Documentation" to complete these additional forms:

**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.

1. Download any forms that are required.
2. Print and complete the forms.
3. Scan or photograph each form (one form per file if scanning).
4. Upload the photo or scanned document as an image or a PDF file.

Please note, in case you can't complete this step straight away, you'll also receive an email reminding you to complete these additional forms.

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5. **Verify your identity** – After uploading your forms you'll be prompted to verify your identity via two options:

1. **RealMe Verification** – only if you have a verified RealMe account
2. **Upload Certified Copies of ID** – if you don't have a RealMe account

Further information on how to verify your ID can be found below within "2 options to verify your identity".

6. **Check Processing Begins** - Once you have successfully placed your order and submitted all the required documentation and ID, the CVCheck team will begin processing your request. The time to complete all the checks may be up to **20 business days** depending on the external information providers. CVCheck will send you an email confirmation once your checks have been completed.

7. **Submitting Your Assessment Certification** - Please send a copy of your final assessment certificate to the Ministry of Health at:

Email: [DunedinAASupport@moh.govt.nz](mailto:DunedinAASupport@moh.govt.nz)  
Fax: 03-474-8582  
Post: Ministry of Health, Private Bag 1942, Dunedin 9054

8. A safety check is valid for 3 years. Once you have a safety check through CVCheck, we will email you after 2 years 9 months to remind you that your safety check is nearing expiry.

## 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 call CVCheck's customer service team on 0800 282 432.

# 2 options to verify your identity

## Option 1 – RealMe Verification

If you have a RealMe verified identity, you can use your credentials to verify your identity online. This is the quickest and easiest option as you won't have to provide copies of certified ID (option 2). If you want to use your RealMe login, please do the following when prompted:

1. Select "RealMe (only if RealMe verified)" as your type of ID:

**The following checks require you to select the type of ID you wish to provide.**

**Choose the same ID Provider where possible.**

Please only choose RealMe as your selection if you already have a RealMe account.

Check Name	Type of ID
New Zealand: Police Vetting	RealMe (only if RealMe verified) ▼
New Zealand: Children's Worker Safety Check - Assessment	Please Select ID Document Verification (NZ ID Check) <b>RealMe (only if RealMe verified)</b>

2. Enter your RealMe credentials:

**Real me** **CV CHECK**

## Login with RealMe

To access this service you need a RealMe login.

Username

Password

3. Follow the steps and provide your consent to use RealMe. If you don't already have a RealMe login, you can easily create one by going to <https://www.realme.govt.nz/how-apply/>. We strongly encourage you to do so as you'll then have to upload copies of certified ID (Option 2).

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## Option 2 – Upload copies of Certified ID

If you don't verify your ID using RealMe, you must provide **certified copies** of 2 forms of ID. The information below explains what ID is accepted and how you should provide this to CVCheck.

### Accepted ID:

1. Go to the CVCheck website at <https://cvcheck.com/nz/id-requirements>.
2. Click on the New Zealand: Police Vetting and Children's Worker Safety Checks section.
3. Choose one form of ID from Category A (Eg. Passport, NZ Birth Certificate, NZ Citizenship Certificate).
4. Choose one form of ID from Category B (Eg. NZ Drivers Licence, NZ 18+ card, IRD Card/Statement, Utility bill, Student Photo ID).
5. Have both forms of ID certified as true copies of the original documents. This can be done by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.
6. If neither of the documents you have chosen contains a photograph of you, you will need additional documentation from an Identity Referee (see instructions below).
7. Scan or photograph your ID documentation and upload this to your order. Further instructions below in the "How to upload your certified ID" section.

### Please note:

- I. All ID must be valid/not expired (except passports - may be expired up to two years).
- II. All ID must be in the same name. Unless accompanied by a change of name document.
- III. If neither your category A or B ID documents contains your photograph you will also need documentation from an identity referee (see instructions below).

### How to certify copies of your ID:

Copies of ID can be certified as true copies of the original documents by a lawyer, notary public, Justice of the Peace or court official. To view a full list of people authorised to certify documents, visit <https://cvcheck.com/nz/id-who-can-certify>.

### Identity Referee:

When your chosen ID documents do not contain a photograph of you, you must provide additional documentation from an Identity Referee.

The identity referee **must**:

- be 16 years of age or older, and
- have known you for at least 12 months

The person who is an identity referee **cannot**:

- be a relative or a member or part of their extended family group
- be a spouse or partner
- live at the same address

## Identity Referee Documentation Options

Choose either Option A or Option B to complete your Identity Referee documentation:

### Option A

- Submit a photograph of yourself authenticated by an identity referee
- Write on the back of a photograph a statement such as: “This is a true and correct likeness of (your full name)”
- Include the referee’s name, contact details, signature & date on the back of the photograph

### Option B

- Submit a written statement signed and dated by an identity referee that verifies that the primary identity document relates to you.
- Include the referee’s name, contact details, signature & date on the verification statement

## How to upload your certified ID

Once you have certified your accepted ID documents, you need to scan/photograph them and upload these to your order:

1. Select “ID Document Verification (NZ Certified ID Check)” as your type of ID:

Check Name	Type of ID
New Zealand: Children's Worker Safety Check - Assessment	<div style="border: 1px solid #ccc; padding: 2px;"><div style="background-color: #f0f0f0; padding: 2px;">Please Select</div><div style="background-color: #f0f0f0; padding: 2px;">Please Select</div><div style="background-color: #f0f0f0; padding: 2px; border: 2px solid red;">ID Document Verification (NZ Certified ID Check)</div><div style="background-color: #f0f0f0; padding: 2px;">RealMe (only if RealMe verified)</div></div>

2. Click “Upload ID” to upload you scanned/photographed documents

**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 ▶

END