

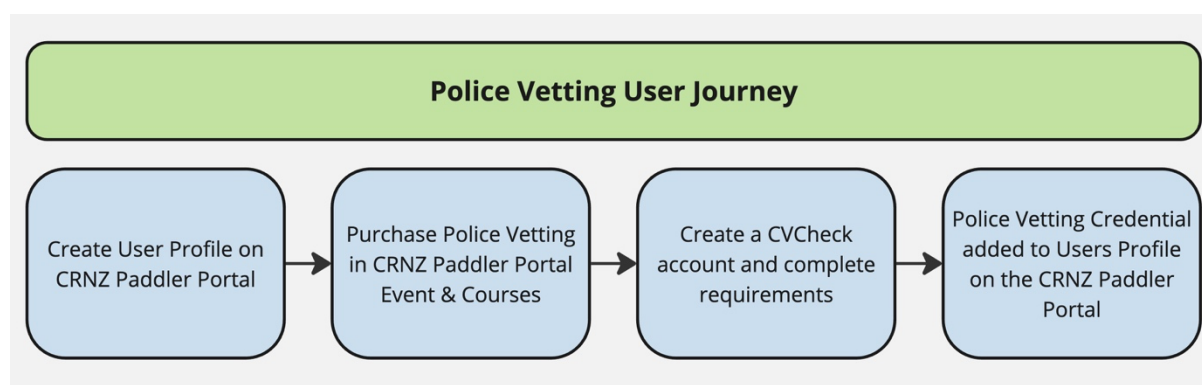
# How to complete Police Vetting



This guide has been designed to assist you in the process for completing your Police Vetting.

The process begins at CRNZ Paddler Portal and will be processed by CV Check.

We recommend you complete this process using a computer rather than a phone.



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This document is focused on how to complete your Police Vetting, for further information regarding Police Vetting and Child Protection can be found on [the Canoe Racing New Zealand Policies and Regulations page](#).

If you have any questions or concerns about Police Vetting, Child Protection, please contact [graham@crnz.org](mailto:graham@crnz.org)

If you have any questions or if you require assistance regarding how to complete your Police Vetting, please contact us at [membership@crnz.org](mailto:membership@crnz.org)

## Police Vetting Process - Before you start

Before you start you will need the following to complete the Police Vetting Process.

- 1) An active user profile on CRNZ Paddler Portal
- 2) Residential address
- 3) 2x forms of Identification (ie Passport and Drivers License) or an active RealMe account

If unsure, if you have any questions or if you require assistance regarding how to complete your Police Vetting, please contact us at [membership@crnz.org](mailto:membership@crnz.org)

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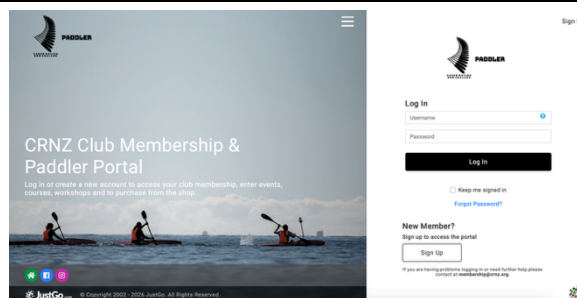
### Tips for capturing your ID Documents (Colour jpg, png or pdf files only)



## Creating a User Account

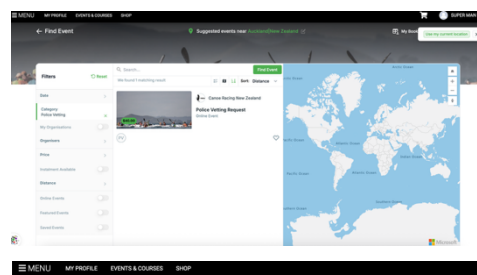
To get started you must have a user profile on the CRNZ Paddler Portal. Either log in or create your profile by [clicking this link](#).

[How to create a user profile guide](#)

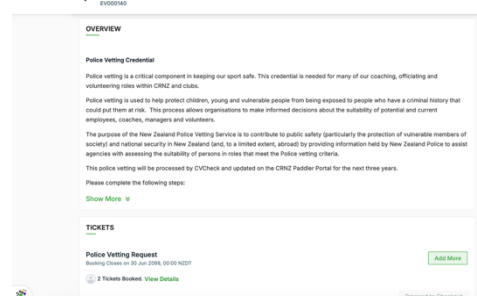


## Adding Police Vetting in CRNZ Paddler Portal

- 1) Follow this link to the [Police Vetting Event Page](#)
  - a. Or Log into your CRNZ Paddler Portal profile and Click Events & Courses. Scroll to the bottom of the page and click the Police Vetting Event and then select the Police Vetting Request link.



- 2) Add the event to your cart by clicking the Add More button followed by the plus.



3) Proceed to checkout

4) Add a discount code if you have one

5) Pay and complete

Once you have completed the purchase you will receive an email and text from CVCheck asking you to create a profile and log in to complete your Police Vetting.

## Completing CVCheck Information

You will receive a text and an email asking you to create a profile and complete your Police Vetting via CVCheck.

In this email you will receive a link to CVCheck

1) Click the link from CVCheck

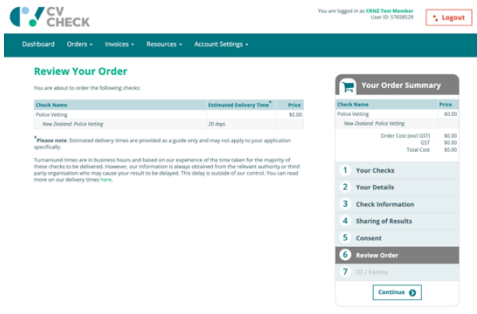
2) Order the police vet (It will say \$0 as you have already paid on the CRNZ Paddler Portal)

3) Enter your personal details and the additional details section

4) Complete the Additional Details Section -> Press save and continue

5) Check the sharing of results

6) Read and complete the consent section



7) Review your order

8) Identification Verification

- a. You will have a choice between using RealMe or Standard ID Verification

*We recommend the standard ID Document Verification unless you already have a RealMe ID*

Please select an ID method

**RealMe ID Verification**

CVCheck has integrated with NZ Government's **RealMe ID verification service**, to seamlessly and securely prove your identity online.

If you know you already have a **RealMe Verified ID**, choose this option.

If you are not sure if you have a **RealMe Verified ID**, please choose another option.

For more details, see [realme.govt.nz](http://realme.govt.nz)

[Select RealMe](#)

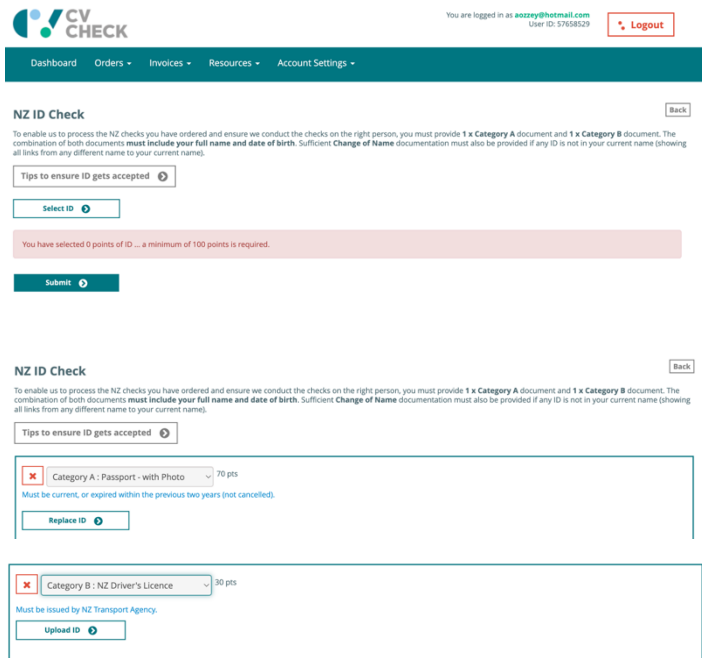
**Standard ID Document Verification**

CVCheck offers you the ability to select from a range of acceptable ID documents and guides you through the process of uploading these ID documents for review by the CVCheck team.

[Select Standard](#)

9) Upload two forms of ID.

- a) One Category A
- b) One in Category B.



Once you have completed and submitted all your information the Police Vetting check will be requested from NZ Police.

Your request will take a variable amount of time and will be automatically updated on CVCheck and on the CRNZ Paddler Portal.

# Your Police Vetting Status - CVCheck

There are two places where you can check the status of your Police Vetting

## 1) CVCheck

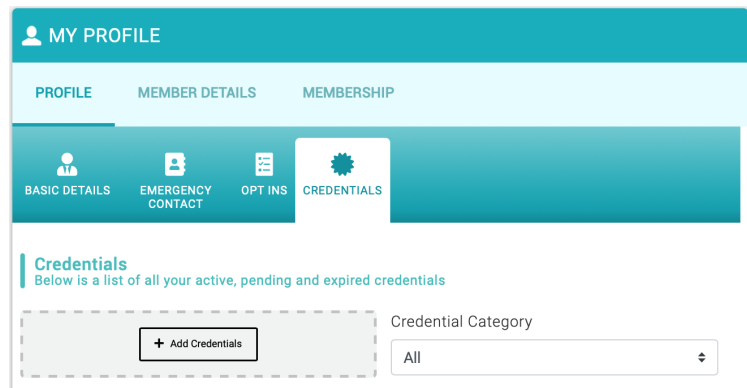
You can always log into your CVCheck account to check the status of your police vetting.

Your Checks

Name	Status	Status Date	View Result
New Zealand: Police Vetting	Complete	18/09/2025 6:44:17 AM	Download

## 2) CRNZ Paddler Portal

Your CVCheck result will show up in the CRNZ Paddler Portal as a Credential.



If there was no information released your Police Vetting Credential will show **Active**

Police Vetting
CR000379

Police Vetting Safeguarding

**ACTIVE**

Starts 18/09/2025  
Ends 18/09/2026

If there was information released your Police Vetting and CRNZ are assessing the information it will show **Pending Approval**

Police Vetting
CR000377

Police Vetting Safeguarding

**PENDING APPROVAL**

Starts 05/09/2025  
Ends 05/09/2026

If there was information released your Police Vetting and CRNZ decide to decline approving your credential will show **Cancelled**

Police Vetting
CR000377

Police Vetting Safeguarding

**CANCELLED**

Starts 05/09/2025  
Ends 05/09/2026

If your Police Vetting is out of date it will show **Expired**

Police Vetting
CR000377

Police Vetting Safeguarding

**EXPIRED**

Starts 05/09/2025  
Ends 05/09/2026

*Note: When you pay for your Police vetting a Police Vetting Request will appear on your profile. This is **NOT** your result. This is just a request credential to tell you your status of the CV Check. Your status will show either:*

- Submitted Pending Completion -> Application needs to be completed in CV Check.
- Complete (Under Review) -> Application is being processed with information being released.
- Complete (Passed) -> Application is processed.

Police Vetting Request
CR000370

Safeguarding



**COMPLETE (PASSED)**

Starts 31/05/2019  
Ends 31/12/2199

# Police Vetting Information

If you want to share your police vetting status to an organisation outside of CRNZ you are able to by logging in and completing the share prompts.

### Your Checks

Name	Status	Status Date	View Result	Share Result	Change Status
New Zealand: Police Vetting	Complete	18/09/2025 6:44:17 AM	 Download	 Share	

If you have any concerns, questions or would like to discuss Police Vetting or the process please contact [graham@crnz.org](mailto:graham@crnz.org)