Date: <Insert Date>

<Insert name>

<Insert address>

<Insert city>

Kia ora <Insert name>,

Thank you for your interest in applying <to be a Caregiver or Adoptive parent – delete as required> with Oranga Tamariki. We are delighted you want to offer a child or young person a safe and stable place where they can feel loved and supported.

Please find enclosed an application pack for you to complete so we can progress your application to become a caregiver or adoptive parent.

As part of the application pack you will find the following:

|  |  |
| --- | --- |
| **Process or form** | **Action required** |
| Application for Assessment | One per household - please complete all sections and sign. |
| Authorisation for Use of Personal Information | One per household occupant and/or regular visitors aged 18 years and over - please complete all sections and sign.  *If you need additional copies, please let us know.* |
| NZ Police Vetting Service Request and Consent | One per applicant - please complete and sign.   * This is for disclosure of information from NZ Police for the purpose of assessing your suitability. Please fill in section 2 and section 3. * If you have lived in Australia for any length of time since turning 18 years old please fill in section 4. We will request an Australian National Police History check on your behalf.   *Please note: We require this form to be completed by each household occupant and/or regular visitor aged 18 years and over. If you need additional copies, please let us know.* |
| Identity Verification | As part of the Police Vetting process we must verify two forms of identification (ID). One form of ID must be a primary type, such as a passport or birth certificate. The second ID could be a driver’s licence, 18+/Kiwi Access Card, or community services card.  One ID must have a photo.  You may arrange for an Oranga Tamariki worker to sight the original copies to verify them or have copies validated (stamped/signed) by a Justice of the Peace or by a Trusted Referee (doctor, lawyer, teacher, legal professional, and/or other respected person in the community).  *Please note: Household occupants and/or regular visitors aged 18 years and over will also be asked to provide two forms of ID for verification.* |
| Residency/Immigration Status | One per applicant – please provide a copy of your relevant residency status documentation by providing one of the following:   * A validated copy of your passport as proof of identification * Permanent Resident Status stamped in your passport * Information on an official letterhead from NZ Immigration |
| Medical Report for Caregiving and Adoption | One per applicant – please complete Part A. Your doctor will complete Part B. Please provide the Medical Report form to your doctor.   * The doctor will give the completed Medical Report to you or they may send it directly to us. |
| Overseas Police Reports | If you have lived in any country since turning 18 years of age you may need to provide a police report from that country.   * If you are new to NZ and you have recently provided these to NZ Immigration, you can request copies from them to attach to this application. * Your social worker will advise if you will be required to do this step. |

If you have any questions, need help to complete the application pack or wish to arrange for an Oranga Tamariki worker to sight and validate your photo identification, please do not hesitate to contact me at <Insert email address, telephone number and site address here>.

Ngā mihi nui,

<insert name>

<insert title>

Oranga Tamariki