HOW TO COMPLETE A NZ MINISTRY OF JUSTICE CHECK

You can expect to either receive an email and/or text request to complete a NZ Ministry of Justice check OR you will be physically provided a *token* and a web address to sign-in to complete the application.

Step 1: Login or Create an Account

If you are sent an email/text invitation, click on the link **OR** go to workpro.com.au, 'Login/Sign Up' and choose the Country/Region (AUS or NZ).

If you do not have a WorkPro account, select 'CREATE YOUR WORKPRO ACCOUNT' located at the bottom of the login box.

If you have a WorkPro account, enter your existing Username, 'Continue' and enter your WorkPro password or 'Continue with Google or Microsoft'.
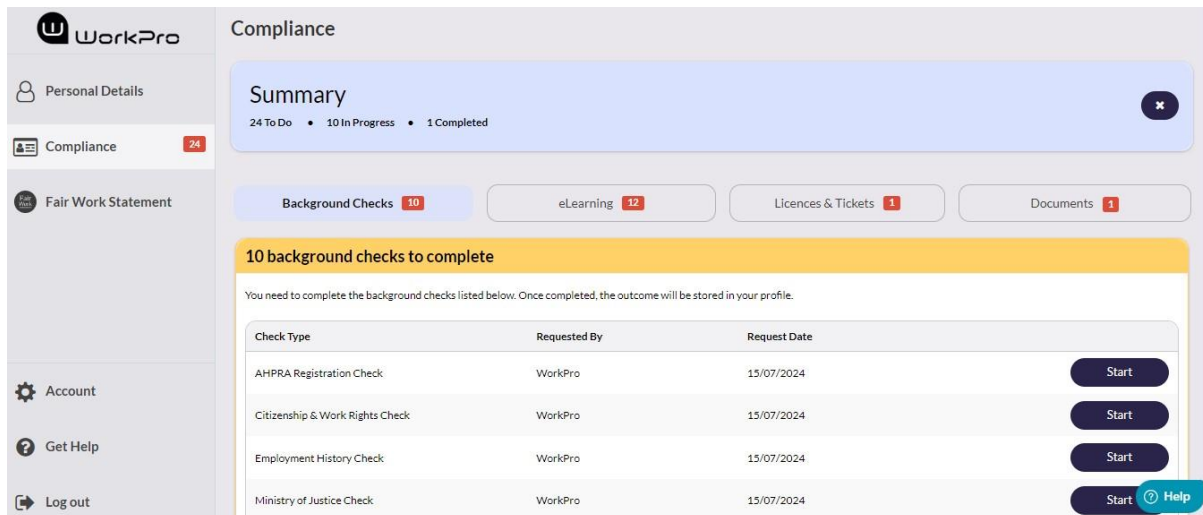
When you have created your account and/or logged in, enter the single use Token and 'Continue'.
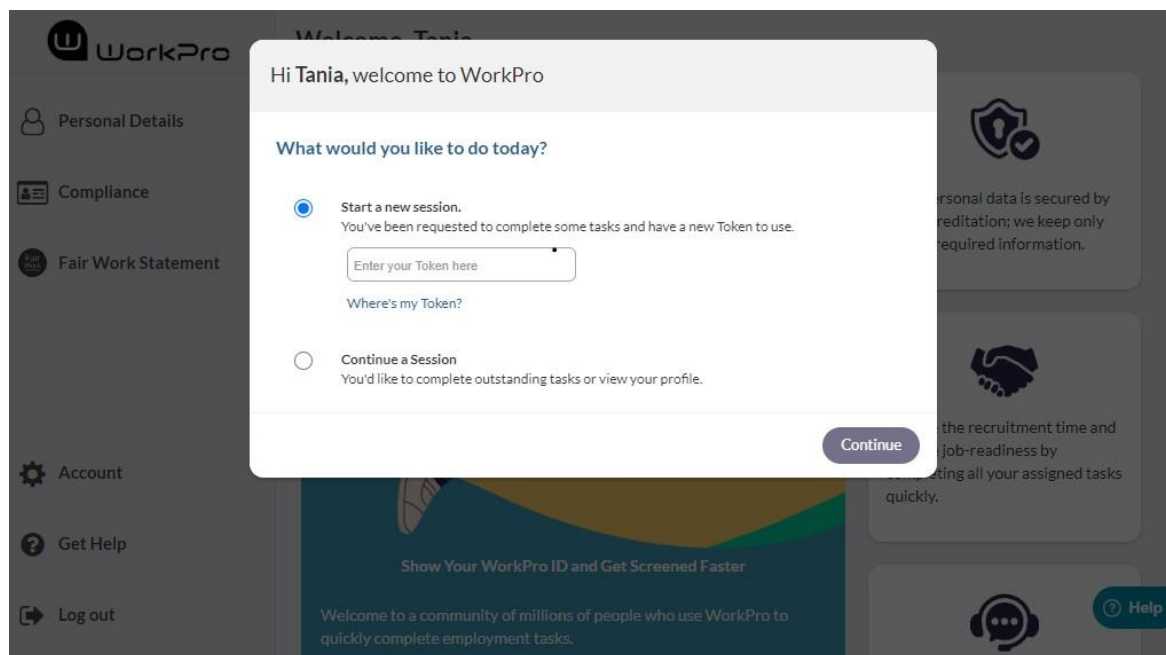
Step 2: Select 'View Tasks' to show the task/s that need to be completed.
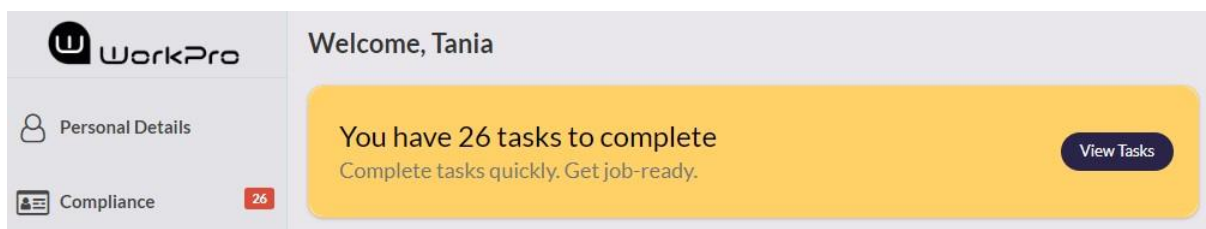
Step 3: Select 'Start' next to the task you are completing.

If you have an existing MoJ check, upload the check according to the instructions on the screen.

Step 4: Complete the Application

If you do **not** have an existing check, you will either be guided to the NZ Ministry of Justice on-line portal directly OR you will be invited to complete your check within the WorkPro platform.

Either way, if you do not complete the task, the WorkPro service will send you reminders if the task remains outstanding.

If you are directed to the Ministry to complete your check as per below, it is very important that once you complete the check, that you log back in to WorkPro to upload your result, so the requesting company can view and accept the check. We will send you a reminder after 3 days.

The Ministry's service is not WorkPro, and we cannot provide support to you if you are asked to complete the check directly with the Ministry. You will need to call the Ministry directly should you have any difficulties with completing the steps.

If you are required to complete the application within WorkPro, please follow the instructions outlined below. You can complete the WorkPro process on any device.

Complete each step of the application as directed.

NOTE: If you have an alias, maiden or previous name, add the additional names.
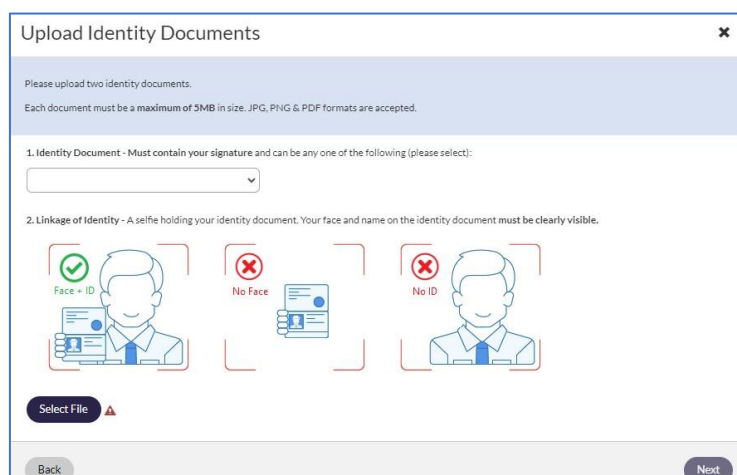
Please note that the identity document that you upload MUST match the names entered on the application form.

Step 5: Upload Identity

You will need to upload a Government-issued photo identification as listed below.

Additionally, please upload a selfie holding the uploaded identification.

You can upload a JPG, PNG or PDF image.

Step 6: Providing Consent & Submitting the Check

Once the Application is completed, you are required to provide your consent electronically by signing the e-signature pad and agreeing to the terms of the check.

Once you have submitted your application, the requesting organisation will be sent an email notification to view and process the application.

Provide Consent ✖

Please provide consent to process this check by:

- Acknowledging you have read and understood the information provided.
- Signing the signature panel.

☑ I have read and understood the information provided about how personal information and any criminal information relevant to me will be handled and disclosed.

☑ I would like to receive an emailed copy of the information provided to the third party

Please sign below using your finger, mouse or touch pen. Your signature will be compared with your identity documents to ensure a close match.

✔

You're all done.

You've provided all the details we need to process your Ministry of Justice check.

If any further details are required, you'll be notified immediately.

CLOSE