



## CANDIDATE GUIDE TO COMPLETING 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 be provided a web address to sign-in to complete the application.

### Step 1: Login or Sign Up

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

If you are not yet registered for WorkPro, 'sign up for an account'.

If you already have a WorkPro account, enter your existing Username OR 'Continue with Google or Microsoft'.

If you do not have a WorkPro account, 'sign up for an account'.

WorkPro Australia

Log in to your account | or sign up

Enter username

CONTINUE

OR

Continue with Google

Continue with Microsoft

Forgot your username? • Sign up for an account

Go Back

Choose this option if you have not used WorkPro before

When you have signed up and/or logged in, enter the single use Token and 'Continue'.

Hi Casey, welcome to WorkPro!

Your username is casey\_evans1

What would you like to do today?

Start a new session.  
You've been requested to complete some tasks and have a new Token to use.

ENTER YOUR TOKEN HER

Where's my Token?

Resume a session.  
You've already used your Token, but still have tasks to complete.

View your Profile.

CONTINUE

Select 'Background Checks', and either 'Share Existing' check or 'Start' the NZ Ministry of Justice Check.

The screenshot shows the WorkPro interface for a 'Demo Candidate'. The main content area is titled 'Background Checks' and indicates that 6 background checks have been requested. A message states: 'You have been requested to provide details for the background checks listed below. For each requested check click Start to enter and submit your information. Alternatively, you may be able to share an existing certificate from a background check you previously paid for and completed.' Below this is a table of requested checks:

Check Type	Requested By	Request Date	Action
Working with Children/Vulnerable People Check	WorkPro	08/09/2021	START
Citizenship & Work Rights Check	WorkPro	07/09/2021	START
Australian Police Check	WorkPro	07/09/2021	START
Ministry of Justice Check	WorkPro	07/09/2021	SHARE EXISTING START
Directorship Check	WorkPro	07/09/2021	START
Financial Regulatory Check	WorkPro	07/09/2021	START

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

## Step 2: 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 screenshot shows a message box with the following text:

The requesting organisation requires you to submit a new Ministry of Justice application.

Clicking 'Start' will redirect you to an external website to apply for your check. It can take up to three business days to receive your check once you have applied, so we encourage you to complete the application as soon as possible.

Once the application is complete and you have your check, please log back in to WorkPro to upload a copy for the requesting organisation.

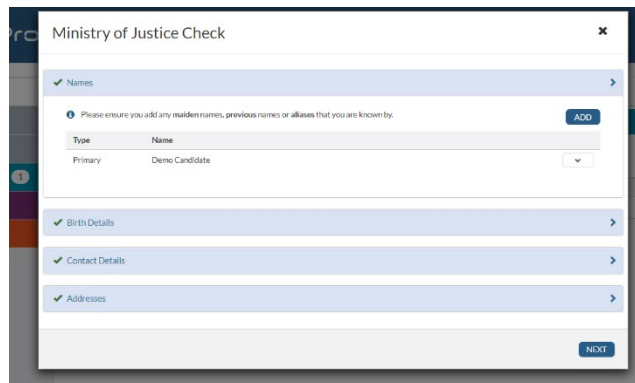
Click 'Start' to begin the application process.

START

***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.



The screenshot shows a web application window titled "Ministry of Justice Check". It features a sidebar on the left with a "1" icon. The main content area has a header with a close button (X). Below the header, there are four expandable sections: "Names", "Birth Details", "Contact Details", and "Addresses". The "Names" section is expanded, showing a table with columns "Type" and "Name". The table contains one row with "Primary" in the "Type" column and "Demo Candidate" in the "Name" column. Below the table is a dropdown menu. To the right of the table is an "ADD" button. At the bottom right of the form is a "NEXT" button.

**NOTE:** If you have an alias, maiden or previous name, add the additional names.

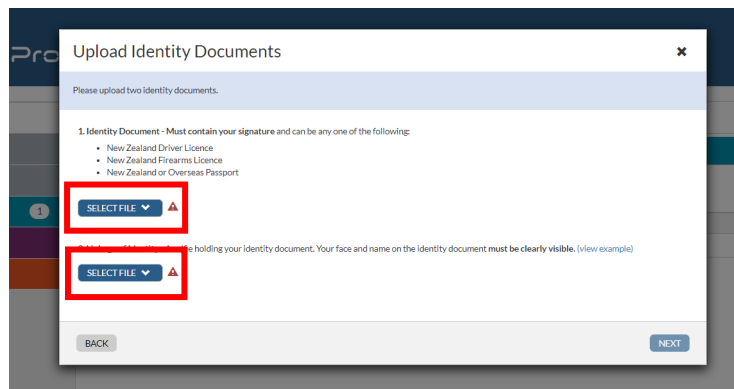
Please note that the identity document that you upload **MUST** match the names entered on the application form.

### Step 3: Upload Identity

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

Additionally, please upload a selfie holding the upload identification.

You can upload a JPG or TIFF image.



The screenshot shows a web application window titled "Upload Identity Documents". It features a sidebar on the left with a "1" icon. The main content area has a header with a close button (X). Below the header, there is a text prompt: "Please upload two identity documents." followed by a list of acceptable documents: "1. Identity Document - Must contain your signature and can be any one of the following: New Zealand Driver Licence, New Zealand Firearms Licence, New Zealand or Overseas Passport". Below the list are two "SELECT FILE" buttons, each with a dropdown arrow and a warning icon, highlighted with a red box. At the bottom of the form are "BACK" and "NEXT" buttons.

#### Step 4: 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.

