



Leading Excellence in Intermediate School Education

# Belmont Intermediate School

188 Lake Road Takapuna Auckland 0622 Tel 09 489 4878 Fax 09 486 3628  
website [www.belmontint.school.nz](http://www.belmontint.school.nz) email [office@belmontint.school.nz](mailto:office@belmontint.school.nz)

15 December 2016

Dear Parents and Caregivers

## Instructions on filling out Police Vetting forms

Thank you for your commitment to attending our camp in early 2017.

It is a requirement that all parent helpers attending the camp are Police Vet checked. It is imperative that this is done as early as possible, as Police Vet checks currently take 4-5 weeks to process.

Please note it is important to get this right, as incorrect forms of ID and wrongly completed forms, cause unnecessary delays to the process.

1. Complete and sign the attached forms
2. Return the completed forms **in person to the school office with two formal kinds of ID** (passport, birth certificate, community services cards, firearms licence, NZ drivers licence or other), **in its original form**.
3. Please do not send in certified copies, original documentation needs to be sighted at the office.
4. Please do not mail them, or email them to us.

## Timeframe to return completed Police Vetting forms

Janie Stone is our accredited Police Identifier and needs to see you, together with the two formal IDs. Janie will be at school from Monday 23 January between the hours of 9am - 3.30pm. Alternatively, she can be contacted on [jstone@belmontint.school.nz](mailto:jstone@belmontint.school.nz) to make other arrangements.

Thank you for committing to attending our camp and I look forward to working with you next year.

Regards

Andrew Milne  
Deputy Principal

[amilne@belmontint.school.nz](mailto:amilne@belmontint.school.nz)