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| **When to use this form**  Use this form if your approved agency is facing significant adverse effects owing to exceptional circumstances (such as an extreme event).  **What are exceptional circumstances?**  Exceptional circumstances include:   * national security emergencies * natural disasters   This may include these types of things:   + - An earthquake that has damaged a building or destroyed contents within a building.     - A tsunami that has damaged a building or destroyed contents within a building.     - An increase in temporary staff because of a natural disaster.     - Flooding in a town or city impacting your business. * epidemics and pandemics.   This means a disease that has spread through the human population.   **What to do if the commissioner has issued a blanket waiver**  A blanket waiver is when the Commissioner determines that a certain group of agencies will be given a waiver because of exceptional circumstances.  If the Commissioner has issued a blanket waiver:   * Do not use this form. * Contact NZ Police and confirm that your agency is within the specified blanket waiver. You can:   + - email us at [VettingAccounts@police.govt.nz](mailto:VettingAccounts@police.govt.nz)     - phone us on 04 470 7347.   **Note:** When you contact us, please tell us your agency name and agency code. |

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| **Please type your approved agency name.** |
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| **Please type your approved agency code, if known.** |
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| **Please type a brief description of your exceptional circumstance.** |
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| **Please provide proof of your exceptional circumstance if it is not a national event.** |

I have included proof of our exceptional circumstance.

**Note:** Your proof may be electronic copies of photographs or a link to a news website that has reported the event.

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| **Please type a brief description of the significant adverse effects your agency is facing (these must be owing to exceptional circumstances).** |
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| **Please confirm that your information is correct.** |

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| I confirm that the information I have supplied is correct. | | | | |
| Approved agency authorised representative: | | | | |
| Name: |  | Date: |  |  |
|  |  |  |  |  |
| Signature: |  | Electronic Signature |  |  |
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| **When complete, please email this application form along with your other documentation** |

Please email this application form and documents to: [VettingAccounts@police.govt.nz](mailto:VettingAccounts@police.govt.nz)

**Note:** NZ Police will acknowledge receipt of your application.

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| **How long will it take?** |

NZ Police will process your application as soon as practicably possible.

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| **The Commissioner of Police will decide** |

The Commissioner of Police has the discretion to decide whether your organisation should receive this fee waiver or not.

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| **Contact** |

Please do not contact our staff about your application until at least 20 working days from the day we sent you an acknowledgement for your application.