

## Expression of Interest

### Appointment as a Lay Member to a Practice Approval Committee

#### Applicant details

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

#### Declaration

I, \_\_\_\_\_ submit this expression of interest/application in respect of a position as a lay member to serve on a Practice Approval Committee.

I confirm I have never worked as a lawyer or been enrolled as Barrister and Solicitor in New Zealand or in another country.

I am a person of good character and am a fit and proper person to serve on a Practice Approval Committee.

I possess all the attributes of skill, experience, and judgement necessary to properly perform the duties of a lay member.

I authorise you to request and receive my criminal conviction history information from the Ministry of Justice (MOJ) (see page 2\*).

I enclose my CV and an original certified copy of my current passport or current driver licence (see page 2\* for certification requirements).

In support of this expression of interest/application the following two referees may be contacted:

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

By signing this form, I confirm all the above statements are true and correct.

*[Please print this form before signing]*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign this form; attach the original certified copy of your ID; and courier to:

**EA to the General Manager Professional Standards  
New Zealand Law Society  
Accuro house  
Level 4, 17 – 21 Whitmore Street  
Wellington**

### \*Certification requirements

In assessing whether you are a fit and proper person, the New Zealand Law Society Te Kāhui Ture o Aotearoa will consider, amongst other matters, any criminal convictions you may have. We will request your criminal conviction information through the MOJ's Criminal Conviction History Request Web Service. Your identity will need to be verified before we initiate the request. We will require an original certified copy of your current driver licence (both sides) or passport. The wording which must be used by the certifier to certify the document is: *"I certify this to be a true copy of the original, which I have sighted, and the photo on the identification represents a true likeness of [name of the person presenting the document to me for certification]."* Once we initiate the request with the MOJ, you will receive an email from the MOJ with a link to allow you to complete your own details. Please respond promptly and within 10 working days of receiving this email. A copy of your report will be sent by the MOJ to the Law Society.

### Privacy Statement

The New Zealand Law Society Te Kāhui Ture o Aotearoa is collecting the information on or referred to in this form for the purpose of assessing your expression of interest / application to be a lay member to a Practice Approval Committee. We may not be able to process or assess your expression of interest / application if all the requested information is not provided. For further information about privacy and how the New Zealand Law Society handles your personal information, please refer to our [Information-handling-policy\\_July-2025](#).