



Self Reporting of Convictions form

This form is to be used if you have been **convicted** of an offence with a **potential maximum penalty** of three months imprisonment or more.

Please send this report to the Teaching Council Aotearoa New Zealand within seven days of receipt of the conviction notice. To save the document when using adobe reader select **File** then **Save As**.

Basic information (Please enter your details)

Surname:

First and middle names:

Other names known by or used:

Registration No.:

Date of birth:

Address:

Postal address: (If different)

Mobile phone:

Home phone:

Work phone:

Email address:

Sector and School details:

Choose the sector you work in:

School/Kura/Centre or
ITE Provider:

Self Report details:

I am writing to self report a conviction that was entered on (date): dd/mm/yyyy

At (court name):

For (specific offence):



The conviction/s involved:

Note: If extra space is required, please attach extra sheets to the back of this form. Make sure to mark clearly which step these refer to.

Please provide a full explanation of the event leading to the conviction:

List previous convictions (if applicable):

Documentation: (Tick)

Please enclose the following documentation:

Summary of Facts
from the court
Certificate of Confiction
from the court

Sentencing Notes
(if applicable)
Supporting documents
(e.g. references, submissions.)

Signature: (Please sign below)

Please complete all sections of this application before printing and signing.

Signature:

Full name

Date: dd/mm/yyyy

What happens next?

Once the form and other required documents have been completed **email** them to: conduct@teachingcouncil.nz or **post** them to:

Senior Manager Professional Responsibility
Teaching Council Aotearoa New Zealand
PO Box 5326
Wellington 6011

Our contact telephone number is:
+64 4 471 0852

