



Criminal Records Unit
 Ministry of Justice
 Email: CCHonline@justice.govt.nz

Site Registration

Please enter details for each site that you would like to use the service from

Please ensure this form is signed by the service contact

Legal Entity Name
 Ministry of Justice to complete.

Legal Entity ID
 Ministry of Justice to complete.

Registered Company Number
 Ministry of Justice to complete.

Site No.	Site Name	Street/PO Box	Suburb	City	Province	Country	Postcode
1							
2							
3							
4							
5							

Service contact name:

Signature:

Date:



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Admin Registration

Your administrator will be responsible for adding and training users for the service. They also act as the users first point of contact

Please ensure this form is signed by the service contact

Legal Entity Name	Ministry of Justice to complete.
Legal Entity ID	Ministry of Justice to complete.
Registered Company Number	Ministry of Justice to complete.

Admin First Name	Admin Last Name	Admin Phone	Admin Email	Admin Site Number

- You can have a maximum of 3 admins
- An admin can be assigned to multiple sites
 - Indicate which sites they will be responsible for e.g. Admin Site Number – 1, 2, 5

Service contact name:

Signature:

Date: