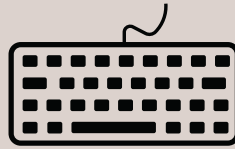


APPLICATION PROCESS

For application through by Registered NGO

1 Complete VDB Form

The NGO will complete an online Validation of Disability & Barriers form.



Notes

1. Lifelink provide their own version of VDB form.
2. A paper copy of the VDB form is available for use by NGOs.

2 Upload Photo of applicant

The NGO may take and upload an applicant's passport size photo in the online form before submitting it.



Notes

1. If the NGO does not include a photo, then the applicant will need to send it to the Hāpai team or, come to the office.
2. The photo can be taken by smartphone.

3 Checking application

An email is sent by the Hāpai Team to the NGO for authority to proceed.



Notes

The authorising person is an appointed manager in each organisation.

4 Payment



Following payment the Hāpai Administration team will send an invoice to either the NGO or Customer.



Notes

- Payment Option:
1. Bank transfer :
03 - 0767 -
0054960 - 017
(Hāpai Foundation).
 2. By cash to the Hāpai Office.

5 Application is proceeding

The Hāpai Card team will process the application and order printing of the card. The card is sent by post.



Note

The card may take up to 2 weeks depending on NZ post delivery service.

Hāpai Access Card Issued !