



Application Form: Access to the Titiro System

- This form is for requesting new or amending access to Titiro for an individual user
- Access to Titiro is required in order for a person recognised to carry out verification activities under the Food Act 2014 or a person authorised by a verification agency or Territorial Authority (TA) recognised to carry out verification activities under the Food Act 2014, or to transfer or maintain verification data.
- Access to Titiro is required in order for a Food Safety Officer or a person authorised by a verification agency or TA to transfer or maintain Enforcement Outcome data under the Food Act 2014
- Complete this form and have it authorised by an appropriate manager from the relevant TA or verification agency.

Next steps:

- Send this completed application form to the Titiro support team (Titiro.support@mpi.govt.nz)
- You will need to have a RealMe account in order to access Titiro. Please create a RealMe account if you don't already have one. Go to www.realme.govt.nz
- After the Titiro support team has set up your account you will need to link it to your RealMe account. The Titiro support team will send you an email explaining how to do this.

1. Applicant Details

- Please tick the box if this application is for an amendment to an existing Titiro user.
- Please tick the box if this application if you are an existing MAPS user.

First name (given name)	
Last name (family name)	
Email	
Phone Number	
FSO Warrant ID	
FSO Warrant date	
Name of authorising Territorial Authority or Verification Agency	

2. Select the role(s) you need

- Please tick the box if you are requesting a verifier role.
- Please tick the box if you are requesting a food safety officer role (you must supply your Warrant ID).
- Please tick the box if you are requesting a data recorder role.
- Please tick the box if you are requesting a reporter role.

3. Applicant Declaration

I declare I have read, understood and accept the following:

- The Terms and Conditions of Use and Privacy Policy for Titiro (located under the 'working as a verifier' section of the Food Act 2014 page on the MPI Food Safety website. <http://www.mpi.govt.nz/food-safety/food-act-2014/information-for-regulators-and-verifiers/working-as-a-verifier/titiro/>)
- I consent to the continuing use of my personal information for the purposes of or in connection with my activities within Titiro and the administration of the Food Act 2014 and as described in the Privacy Policy.
- I am authorised to make this application and the information supplied is truthful and accurate to the best of my knowledge.

Applicant Name			
Signature		Date	

4. Territorial Authority or Verification Agency Authorisation(s)

This authorisation must be completed by a person who has the authority to make a declaration on behalf of the TA or verification agency, e.g. a manager.

I declare that:

- the applicant is authorised to manage data in Titiro for _____ (TA or VA name) and that I am authorised to make this declaration on behalf this TA/VA; and
- I have read, understood and accept the **Terms and Conditions of Use and Privacy Policy for Titiro**, to the extent the terms and conditions apply to the TA/VA, and that I have authority to accept the terms and conditions on behalf of the TA/VA; and
- I consent to the use of my personal information for the purposes of or in connection with this application.

Name			
Position/Title			
Signature		Date	

Description of roles

Role	Description
Verifier	A natural person who is recognised to carry out verification functions and activities of businesses and/or sites registered under the Food Act 2014
Food safety officer	An officer appointed by MPI to perform enforcement activities under the Food Act 2014, including investigating non-compliances and complaints regarding the safety and suitability of food
Data recorder	A person employed by a VA or TA who records the verifications undertaken by a Verifier in their organisation and/or the outcomes of enforcement activity undertaken by food safety officers in their organisation. The records of verifications or enforcement outcomes must include the name of the verifier or FSO who did the work
Reporter	A person employed by a VA or TA who has read only access to Titiro to create or run reports on data within Titiro.