

NATIONAL POLICE CHECKING SERVICE (NPCS) INFORMED CONSENT FORM

C | R | I | M | T | R | A | C |

SECTION 1: PERSONAL INFORMATION

Please select appropriate box only:

☐ Employee ☐ Contractor/Consultant ☐ Volunteer ☐ Individual ☐ Other (Please specify)

Is this a renewal check? ☐ Yes ☐ No

Names by which I am, or have been, known

If more room is required, list on a separate sheet, sign and attach the sheet to this form.

Additional sheet included? ☐ Yes ☐ No

Surname (Primary) First Middle

Surname First Middle
☐ Maiden ☐ Alias ☐ Previous

Surname First Middle
☐ Maiden ☐ Alias ☐ Previous

Date of birth / /
dd mm yyyy Sex ☐ Male ☐ Female ☐ Unspecified

Place of birth

Suburb/Town State/Territory

Country

Permanent residential address over the last five years

If more room is required, list on a separate sheet, sign and attach the sheet to this form. If full details are unavailable, include as much information as possible.

Additional sheet included? ☐ Yes ☐ No

Current

Number/Street
Suburb/Town State/Territory Postcode

Previous (if applicable)

Number/Street
Suburb/Town State/Territory Postcode

Previous (if applicable)

Number/Street
Suburb/Town State/Territory Postcode

Period of residence

/ / to / /
Country

Period of residence

/ / to / /
Country

Period of residence

/ / to / /
Country

Contact details

Phone Home Work Mobile
Email

Other details (if applicable)

Australian driver's licence no. Issued by
Firearms licence no. Issued by

SECTION 2: PROOF OF IDENTITY

Documents must be selected from the list below

When applying for a National Police History Check, you must provide proof of your identity with this form (see Minimum Identity Requirements below). All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for “*Statutory Declarations Regulations 1993*”.

Change of Name

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver’s licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in section 1 of this form.

Minimum Identity Requirements

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth);
- the combination of documents supplied should, as a minimum equal a total of 100 points; and
- evidence of your full name and date of birth.

Document	Points Scored
Category A—Each document is worth 70 points <ul style="list-style-type: none"> • Birth Certificate • Australian Passport (current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) 	<input type="text"/>
Category B—The first document is worth 40 points and each additional document is worth 25 points <ul style="list-style-type: none"> • Current Licence or Permit (Government Issued) • Working With Children/Teachers Registration Card • Aviation Security Identification Card/Maritime Security Identification Card • Public Employee Photo ID Card (Government Issued) • Department of Veterans’ Affairs Card • Centrelink Pensioner Concession Card or Health Care Card • Current Tertiary Education Institution Photo ID • Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months) 	<input type="text"/>
Category C—Each document is worth 25 points <ul style="list-style-type: none"> • Birth Extract • Foreign/International Drivers Licence • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • Australian Tax Office Assessment • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card <p>If relied upon, the following documents must be from different organisations:</p> <ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	<input type="text"/>

SPECIAL PROVISIONS ONLY TO BE USED IF MINIMUM IDENTITY REQUIREMENTS ABOVE CANNOT BE MET			
Applicant Category	Document	Points Value	Points Scored
Recent Arrival - have been in Australia for 6 weeks or less	Current passport and proof of date of arrival	100	<input type="text"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document	100	<input type="text"/>
Child under 18	Please provide one of the following documents: <ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature) • Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (statement must be on the institution's letterhead) 	100	<input type="text"/>
TOTAL POINTS			
		Total points scored	<input type="text"/>
VERIFICATION (OFFICE USE ONLY)			
NOTE: To be completed by the Accredited Organisation or its Customer (as defined in the CrimTrac Terms of Service). I declare that I have sighted the Applicant's original or certified true copy of documents and that the Applicant has met the Minimum Identity Requirements above. I am satisfied as to the correctness of the Applicant's identity.			
Signature		Printed name	
<input type="text"/>		<input type="text"/>	
Date		/ /	

SECTION 3: ACCREDITED ORGANISATION DETAILS

Accredited Organisation (Legal name) ABN

Address

SECTION 4: ACCREDITED ORGANISATION NOTES (OFFICE USE ONLY)

Notes

SECTION 5: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the National Police History Check to be forwarded/disclosed only to the Accredited Organisation named in Section 3 above?

☐ Yes ☐ No If No: I authorise the result of the National Police History Check to be forwarded/disclosed to the following employer/ organisation to assess my suitability:

Employer/Organisation (Legal name) ABN

SECTION 6: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of the purpose for which the check is required. Such as relevant position/role, place of work and whether you have contact with vulnerable groups e.g. Client Services Officer in a call centre, janitor at a school, volunteer in aged care facility with direct care of disabled and aged persons.

Purpose or Role

SECTION 7: GENERAL INFORMATION

General information

CrimTrac is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the Accredited Organisation named at Section 3. CrimTrac has contractual arrangements with its Accredited Organisations to collect personal information on its behalf to support processes assessing the suitability of people applying for employment, Australian citizenship, appointment to positions of trust, volunteer service or for various licensing or registration schemes. Accredited Organisations and their customers (such as employers) use the personal information collected on this form and the resulting NPHC as part of their assessment process to determine your application. Some Accredited Organisations have a legislative basis for the collection, use and disclosure of your personal information.

CrimTrac recommends that you seek further information about any relevant/applicable legislative framework from the Accredited Organisation.

In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. CrimTrac recommends that you seek further information from the Accredited Organisation at Section 3 in circumstances where your information is likely to be disclosed to overseas recipients.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability; or to maintain the records of CrimTrac and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

National Police History Check (NPHC)

Information on this form will be used by CrimTrac and police agencies for checking action; it will also be used to update records held about you by CrimTrac and police agencies.

CrimTrac and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to:

- a) the Accredited Organisation named in Section 3 above; and
- b) where applicable the employer/Organisation named in Section 5 above.

PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your State/Territory:

Commonwealth	www.comlaw.gov.au
New South Wales	www.legislation.nsw.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Victoria Police	www.police.vic.gov.au
Western Australia	www.slp.wa.gov.au
Northern Territory	www.nt.gov.au/dcm/legislation/current.html
Australian Capital Territory	www.legislation.act.gov.au
Tasmania	www.thelaw.tas.gov.au

Limitations on accuracy and use of PHI

While every care has been taken by CrimTrac and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by CrimTrac depends on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If the Applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the Accredited Organisation that submitted the request for a NPHC on you so that the NPCS dispute process can be initiated.

CrimTrac contact details

For more information regarding the NPHC process you can contact CrimTrac on:

Phone: 02 6268 7000 or
Email: crimtrac@crimtrac.gov.au

For information regarding CrimTrac's Privacy Policy, you can access the policy at crimtrac.gov.au or contact the CrimTrac Privacy Officer on:

Phone: 02 6268 7000 or
Email: privacy@crimtrac.gov.au

Provision of incomplete, false or misleading information

An Accredited Organisation and an Applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this form is correct.

It is a serious offence to provide false or misleading information on this form.

SECTION 8: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS)

I, Surname *(Primary)* First and middle *(Primary)* hereby:

1. acknowledge that I have read the General Information in Section 7 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from spent convictions legislation may apply;
3. have fully and correctly completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the Accredited Organisation named in Section 3 of this form is collecting information in this form to provide to CrimTrac (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
 - (i) CrimTrac and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - (ii) the police agencies disclosing to CrimTrac, from their records, Police History information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - (iii) CrimTrac disclosing the information sourced from the police agencies to the Accredited Organisation named in Section 3 of this form, and
 - (iv) the Accredited Organisation named in Section 3 of this form disclosing to the employer/organisation named in Section 5 of this form personal information to assess my suitability in relation to the purpose identified in this form.
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 6 of this form;
8. acknowledge that any information provided by the police agencies or CrimTrac relates specifically to the purpose identified in Section 6 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this form may be disclosed to the Accredited Organisation named in Section 3 of this form (including contractors or related bodies) located in Australia or overseas (refer to attached list if applicable); and
11. acknowledge that it is usual practice for an Applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this form will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature Date / /
dd mm yyyy

Parent/Guardian Consent—If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature Date / /
dd mm yyyy

Parent/Guardian name printed in full