GOVERNMENT OF
WESTERN AUSTRALIA

TRBWA
Teacher Registration Board
of Western Australia

Application for the Renewal of Full Registration

This form is used to apply to renew a Full Registration.

To be eligible for the renewal of Full Registration you must:

- continue to hold the qualification(s) used to gain registration or your registration transition from Western Australian College of Teaching (WACOT) to the Teacher Registration Board of Western Australia (TRBWA) and have maintained that registration; and
- be a fit and proper person to be registered; and
- meet the Professional Standards for Teachers in Western Australia at the Proficient Level; and
- demonstrate that you have met the requirements for professional learning and professional engagement.

Personal details (please print clearly)

Current TRBWA registration number:_____	Current Registration Expiry Date:
Title ☐Dr ☐Mr ☐Mrs ☐Ms ☐Miss Other_____	
Given name	Middle name(s)
Family name/surname	Preferred name
Gender ☐Male ☐Female ☐Other/unknown	Date of birth (dd/mm/yyyy) / /

Other names by which I am or ever have been known including: *Alias **(A)**, name change by Marriage **(M)** or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages **(P)*** (please ☑ beside each other name).
If more room is required, list on a separate sheet. Please sign and send the sheet with this application form.
Additional sheet included? ☐ Yes ☐ No

☐A ☐M ☐P	(Family name/surname)	(Given name and other names)
☐A ☐M ☐P	(Family name/surname)	(Given name and other names)

Address Information

Current postal address (No/Street) e.g. 1 Town Street

Country	Suburb/Town/City	State	Postcode

Is this also your current residential address? ☐ **Yes** ☐ **No**

Current Residential address (if different from postal address)

(No/Street)

Country	Suburb/Town/City	State	Postcode

Date resided from (dd/mm/yyyy)

Contact Details

Preferred contact number ☐ Mobile or ☐ Landline

Mobile	Landline	Fax

Preferred email
(please print one character per box)

Alternate email address
(please print one character per box)

PLEASE NOTE: The TRBWA will use this email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.

Continuance of registration

If your renewal application is received at the TRBWA at least 28 days prior to your registration expiring, your registration will continue until the TRBWA finalises your application, even if this happens beyond your registration expiry date.

If your renewal application is received less than 28 days before the expiry of your registration, the above provision does not apply and the registration may expire prior to your application for renewal being finalised. Although the TRBWA will process the application in a timely manner, it cannot guarantee that the application will be finalised prior to the expiry of the registration period.

The application date is deemed to be the date the signed and complete application is received at the TRBWA.

Professional Standards for Teachers in Western Australia requirement

I continue to meet the requirements of the Professional Standards for Teachers in Western Australia, Proficient Level and I understand that the TRBWA may request evidence to verify this declaration.

Sign Here

Signature _____ Date _____/_____/____

It is an offence under the *Teacher Registration Act 2012* (Act) to provide a false or misleading statement.

For more information please read the Professional Standards for Teachers in WA on the TRBWA website

Teaching qualifications

Please complete the table below

Country	Name of institution	Title of Qualification	Full time length of course	Date completed
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /
				/ /

If the TRBWA requires verification of your teaching qualification(s), you will be requested to supply a **certified** copy of your final academic transcript/academic record and a **certified** copy of the certificate or parchment of the teaching qualification(s) prior to the renewal of your registration.

Professional learning requirement

Requirement: For the renewal of Full Registration, that the teacher, since the registration was last granted or renewed has undertaken formal or informal professional learning activities based on the *Professional Standards for Teachers in Western Australia* in all three domains of Knowledge (Standards 1 and 2), Practice (Standards 3 ,4 and 5) and Engagement Standards 6 and 7):

- 60 hours if an application for renewal is made between 7/12/2015 and 6/12/2016
- 80 hours if an application for renewal is made between 7/12/2016 and 6/12/2017
- 100 hours if an application for renewal is made after 7/12/2017.

I declare that I have completed the required professional learning activities and I understand that evidence may be requested by the TRBWA to support this declaration.

Sign Here

Signature _____ Date _____/_____/____

It is an offence under the Act to provide a false or misleading statement.

OR

☐I have not completed the required professional learning activities and will be submitting a request for extenuating circumstances as part of this application.

Evidence required: Please complete the *Request for Extenuating Circumstances – Professional Learning* form available on the TRBWA website and submit as part of this application.

For more information, please read the Professional Learning Activities section of the TRBWA website.

Professional engagement requirement

Please note: professional engagement is a mandatory requirement. To meet the professional engagement requirement, you must have taught in Australia or New Zealand for the prescribed period. Note that to ***teach*** means to undertake duties in an educational venue that include —

(a) the delivery of an educational programme designed to implement a prescribed curriculum and the assessment of student participation in such an educational programme; or

(b) the administration of any such educational programme,

If you are unable to meet the requirement as described below, you may wish to consider applying for Non-Practising Registration.

Requirement: For the renewal of Full Registration, that the teacher, since the registration was last granted or renewed has taught:

- for 60 days or equivalent if an application for renewal is made between 7/12/2015 and 6/12/2016
- for 80 days or equivalent if an application for renewal is made between 7/12/2016 and 6/12/2017
- for 100 days or equivalent if an application for renewal is made after 6/12/2017.

Please list in the table below, the educational venues within Australia or New Zealand in which you have taught during the past 5 years, to meet the professional engagement requirement.

Australian/New Zealand teaching experience

You are required to provide details of your Australian/New Zealand teaching experience, during the past 5 years, in the table below to support your application.

From	To	Country	State, or Territory	School or Educational Venue	Year levels and subjects taught	Estimated number of days taught at this venue
/ / (current)	ongoing					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
/ /	/ /					
					Total estimated number of days	

I have taught for the required working days and I understand that the TRBWA may request evidence to support this claim.

Sign Here

Signature _____ Date _____/_____/____

It is an offence under the Act to provide a false or misleading statement

For more information, please read the Professional Engagement section of the TRBWA website.

Criminal record check consent

Your application requires an assessment by the TRBWA as to whether you are a fit and proper person, in accordance with section 24 of the Act. Part of the assessment is undertaken with consideration of any criminal history you may have pursuant to section 24(c) of the Act.

In order for the TRBWA to conduct a criminal record check, you must provide a National Police Checking Service (NPCS) Informed Consent Form, which is found at the end of this application form and can also be found on the TRBWA website. Once you have printed, completed and signed the consent form, please forward it, together with 100 points of **certified** identification, to the TRBWA with the other supporting documentation.

I consent to the TRBWA completing a criminal record check and I will forward the completed and signed consent form to the TRBWA.

Sign Here

Signature _____ Date _____/_____/____

Fit and Proper questions

The Act requires the TRBWA to have regard to certain matters to determine whether you are a fit and proper person to be registered. Read carefully before responding. It is an offence under the Act to provide false and misleading information to the TRBWA in order to gain registration. You are required to respond to the following questions (☑).	**Yes**	**No**
1. During your current period of registration, have you had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country for disciplinary reasons?	☐	☐
2. During your current period of registration, have you been subject to any conditions in practising the profession of teaching in Australia or any other country?	☐	☐
3. During your current period of registration, have you been refused registration, licensing or classification as a teacher in Australia or any other country?	☐	☐
4. During your current period of registration, have you been, or are you currently the subject of disciplinary action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher, including preliminary investigation, either informal or formal in Australia or any other country?	☐	☐
5. Do you have an injury, illness or disability which may affect your capacity to fulfil all of the duties and responsibilities as a registered teacher safely and competently?	☐	☐
6. During your current period of registration, have you been dismissed or resigned from teaching in response to or following allegations of misconduct in Australia or any other country?	☐	☐
7. During your current period of registration, have you used any illicit drugs or engaged in any substance abuse?	☐	☐
8. During your current period of registration, have you been convicted of any criminal offences, whether or not a conviction has been recorded (or recorded as spent), in Australia or any other country?	☐	☐

If you have answered YES to any of these questions, you must provide FULL details in a sealed envelope marked 'Private and Confidential' and addressed to the Director, Fit and Proper Assessment.

This may include:

- **a detailed submission from you as to how the events arose, what allegations were made, any findings against you, and what you have done since;**
- **a Statement of Material Facts if appropriate;**
- **character references (particularly where the referee knows about the events leading to this situation);**
- **documentation showing an outcome of the matter.**

Please provide sufficient information to assist the Board with their assessment of whether you are a fit and proper person to be registered.

Criminal Record Checks from a country outside Australia

All applicants who have resided as an adult in a country other than Australia for a cumulative[1] period of 12 months or more during their current period of registration are required to provide an overseas criminal record check from that country as part of the renewal application for registration.

Have you resided in any country other than Australia for a cumulative[1] period of 12 months or more during your current period of registration, when 18 years of age or over?	Yes	No
	☐	☐

If you have answered 'No', please skip to the Registration Obligations section

It is a requirement that as part of your application, you:

- provide a correctly certified copy of an overseas criminal record check from each country you have resided in as an adult for a cumulative[1] period of 12 months or more, during your current period of registration
- ensure that the criminal record check includes all names by which you have been known in that country and it covers the entire time you spent in each country when age 18 or over.
- ensure that the criminal record check has been issued within the last 12 months prior to application
- provide a correctly certified English translation with the criminal record check, should it be in a language other than English

You need to take all reasonable steps to obtain an overseas criminal record check. Some countries require an applicant for a criminal record check to provide a letter of support from a requesting organisation. In these circumstances, you will need to initially submit a Request for Letter of Support form to the Teacher Registration Board of Western Australia to issue you with a letter of support for each country as required.

The TRBWA website provides information on how to obtain a criminal record check for each country.

However, there may be certain circumstances where it is not possible to obtain an overseas criminal record check, for example:

- the country in which you resided does not provide criminal record checks; or
- the country in which you resided will only issue criminal record checks where they can be obtained in person.

In these situations, the TRBWA may accept a statutory declaration which:

- details the reasons you are not able to obtain the overseas criminal record check;
- details what reasonable steps you took to obtain an overseas criminal record check and evidence of this; and
- confirms you have or do not have a criminal history in that country.

[1] Cumulative – the total time spent in each individual country within your current period of registration

Example - If you currently hold Full Registration and have for 5 years, and you have spent 6 months in the UK in 2012 and another 6 months in 2014, the total time spent in the UK would be 12 months within the past 5 years and you would need to obtain a criminal record check from the UK.

In the table below, please list each country other than Australia you have resided in as an adult for a cumulative period of 12 months or more during your current period of registration. For each country, please identify whether you are: a) supplying an overseas criminal record check with your application; b) are currently in the process of obtaining a criminal record check; or c) providing a statutory declaration:

Name of Country	(a) I am attaching a criminal record check for this country, in English (correctly certified by an officially recognised translator, if applicable).		(b) I am currently in the process of obtaining a criminal record check for this country and will provide this to the TRBWA when obtained.	(c) I have tried to obtain a criminal record check but have been unsuccessful I am therefore completing a statutory declaration with respect to my residence in this country (to be completed at the end of this form[2]) and providing evidence that I have tried to obtain a criminal record check.
	If Yes tick below	Date of overseas criminal record check issued (DD/MM/YYYY)	If Yes tick below	If Yes, tick below
	☐		☐	☐
	☐		☐	☐
	☐		☐	☐
	☐		☐	☐

If you have answered (b) that you are currently in the process of obtaining a criminal record check, please answer the following question:

I declare that I will provide evidence to the TRBWA of criminal record checks from countries I have identified as having spent a cumulative[1] period of 12 months or more during my current period of registration. I understand that failure to supply the necessary documentation within 60 days may mean that my application will be refused and my name removed from the Register of Teachers.	Yes	No
	☐	☐

[2] If you are providing a Statutory Declaration for more than one country, please photocopy and complete the *WESTERN AUSTRALIA, OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005 STATUTORY DECLARATION* at the end of this application form.

Registration Obligations

Registration as a teacher carries with it a number of obligations. I understand it is a requirement for me to:
• maintain my teacher registration which includes the requirement to pay an annual fee by 31 March each year
• provide notice to the Board if I have a change of name, postal or email address within 30 days of these changes occurring (noting that failure to comply with this requirement result in a penalty fine to the maximum of $1,000).
• provide written consent to the TRBWA, upon request, to obtain a criminal record check
• comply with any conditions placed on my registration
• continue to be a fit and proper person to be registered
• provide written notice to the TRBWA, under sections 38, 39 and 40 of the *Teacher Registration Act 2012* (Act):
  ○ of any civil proceedings which result in orders to pay damages or compensation (within 30 days)
  ○ if I am convicted of an offence which includes a statutory penalty of imprisonment (within 30 days)
  ○ about any loss of my qualifications (within 30 days)
  ○ if I receive a working with children interim negative notice or negative notice (within 14 days)
noting that I may commit an offence if I fail to notify the TRBWA within the time specified which could result in a penalty fine to the maximum of $5000.
	☐Yes	☐No

Further information about your obligations as a registered teacher can be found on the TRBWA website.

Department of Education Consent (recommended)

I consent to the TRBWA disclosing, to the Western Australian Department of Education, the date on which the TRBWA determines that I am a fit and proper person to be registered as a teacher.

Signature _____ Date _____/_____/____

Sign Here

Applicant's declaration

I, _____
Full name

of _____,
Address

I sincerely declare that the information I have provided in this application is complete, true and correct.

Signature _____ Date _____/_____/____

Sign Here

It is an offence under the Act to provide a false or misleading statement.

Applicant's payment calculator

Application fee	Fee payable
Renewal of registration	$51.00

Note:

- The application fee is non-refundable.
- Applications will not be processed without full payment of the application fee.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- An annual fee is due and payable for each year of the registration period. Annual fees can be paid in advance up to and including the final year of the registration period.
- Registration will be cancelled if the annual fee is not paid.

Lodging this application for registration

In person

The application form and payment of fees may be hand delivered to:

Teacher Registration Board of Western Australia
L9, 20 Walters Drive
OSBORNE PARK WA 6017

Office Hours: Mon to Fri 8.30am - 4.30pm

Information about the TRBWA office location is available on the TRBWA website:
http://www.trb.wa.gov.au/Pages/contactus.aspx

Via post

The application form together with the payment of fees may be mailed to:

Teacher Registration Board of Western Australia
PO Box 1416
OSBORNE PARK DC WA 6916

To help ensure your application is received you may wish to consider using Registered Post.

To avoid unnecessary delays please check that your application is complete using the following checklist:

☐ I have provided only certified copies of supporting documents with my application, not originals.

☐ The copies I have provided of my supporting documents have been properly certified.

☐ I have completed the National Police Checking Service Informed Consent Form.

☐ I have provided properly certified copies of sufficient identification documents required by the National Police Checking Service Informed Consent Form.

☐ I have provided evidence supporting any change of names reflected in my application (for example, a properly certified copy of my marriage certificate or official change of name certificate).

☐ I have used paper clips and not staples to attach all pages and documents required in this application.

☐ I have enclosed with this application supporting evidence relating to a criminal record check from a country outside Australia, where appropriate.

Applicant's payment details

Applicant's registration number: _____

Applicant's full name: _____

Applicant's date of birth: / /

Day Month Year

Payment of the application fee will be made via:

☐ Credit card

☐ EFTPOS/Cash in Person

☐ Cheque (made payable to: Teacher Registration Board of Western Australia)

☐ Money order/bank draft (made payable to: Teacher Registration Board of Western Australia)

☐ Other electronic payment

Please note, **unless you are attaching a cheque or money order, you will be sent an email with payment details** when the TRBWA receives your documentation.

Documentation will not be processed until full payment of the application fee has been received.

Amount: $

Office use only

Voucher/Receipt #

_____

Date processed: _____/_____/_____

Processed by:

_____

If Declined: Error message: (Printout attached)

WESTERN AUSTRALIA

OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005

STATUTORY DECLARATION

I,……

……

{name, address and occupation of person making declaration}

sincerely declare as follows:

1. I have been unable to obtain a criminal record check from_____{country} for the following reason(s): _____

   _____

   _____

2. I confirm I took reasonable actions to obtain the criminal record check. The actions I took and responses to my actions were:_____

   _____

   _____

Please complete only one of the two following statements:

3. I confirm there are no criminal charges outstanding against me and I have never been convicted or found guilty of any criminal offence in_____ {country}

OR

4. I confirm that I have provided full details[3] of the outstanding charges and/or convictions which are related to me in_____ {country}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at……

{place}

……

{date}

In the presence of –

……..

{signature of authorised witness}

……..

……..

{name of authorised witness and qualification as such witness}

By……

{signature of person making the declaration}

[1] Full details must include:

a) For outstanding charges – for each charge: the charge including section and Act, the date(s) of the alleged actions, details of the allegations, the next Court date and whether you are pleading guilty or not guilty to the charges.

b) For convictions – for each conviction: the date(s) of offence, details of the offence and penalty imposed.

Important information – declaration of charges and convictions

When submitting information of any pending charges or convictions please provide the full details in a sealed envelope addressed to the Director TRBWA and marked Private and Confidential.

Information regarding charges may include the police charge sheet or statement of material facts. For convictions you should provide Court document(s) outlining the outcome(s) and penalty/penalties.

Important information – authorised witness

An authorised witness for the statutory declaration is —

(a) for a statutory declaration that is made at a place in Western Australia —

- (i) any person described in the second column of Schedule 2; or
- (ii) any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made;

(b) for a statutory declaration that is made at a place outside Western Australia but within Australia —

- (i) any person who, under the law of that place, has authority to take or receive a statutory, solemn or other declaration; or
- (ii) any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made;

(c) for a statutory declaration that is made at any other place —

- (i) a prescribed consular official who is performing official functions at that place;
- (ii) a person who is a justice or notary public under the law of that place;
- (iii) a person who has authority under the law of that place to administer an oath to another person or to take, receive or witness a statutory, solemn or other declaration.

How to certify documentary evidence – information sheet

1. **Photocopy the original document.**

2. **Take the original document and the photocopy to an authorised witness.**

   An authorised witness or people who can certify copies of documents in Australia include:

   - Registered teacher
   - Police officer
   - Permanent government employee (Public Servant) with 5 or more years of continuous service*
   - Doctor
   - Nurse
   - Pharmacist
   - Postal Manager
   - Postal officer with 5 or more years of continuous service*

   **Years of service must be stated on the certification*

   Please note, an authorised witness is a person that:

   - appears on the list of people who can certify documents and
   - is currently employed as, registered and/or licensed to practise in Australia.

   For example, a doctor who is registered to practise medicine in Australia can certify your documentation, but a doctor who is not registered in Australia cannot.

   For a full list of authorised witnesses, please go to 'Further information – Publications – List of people authorised to certify documents' on the TRBWA website at www.trb.wa.gov.au.

3. **The authorised witness must write the following statement, date, sign and clearly list their name and occupation on every page of the document to be certified.**

   'I certify this to be a true and accurate copy of the original document sighted by me on':

   Date: _____

   Signature: _____

   Name: _____

   Occupation: _____

4. **Do not send in the original documents. Please only submit the certified copies of the documents to the TRBWA.** Faxed copies, emailed copies, certifications on stickers and photocopies of certified copies are not acceptable.

   Not currently in Australia?

   You may be able to find an authorised witness at your nearest Australian Embassy, High Commission or Consulate. Contact details are available on the Department of Foreign Affairs and Trade website at www.dfat.gov.au. Please be aware that engaging an authorised witness overseas may attract a fee under the Consular Fees Act 1955.

   If you are unable to attend an Australian Embassy, High Commission or Consulate, the TRBWA may accept documents certified by an authorised witness who is residing outside of Australia but is employed, registered and/or licensed to practise in Australia.

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

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 _____

Period of residence ___ / ___ / ___ to ___ / ___ / ___

Country _____

Previous *(if applicable)*

Number/Street _____

Suburb/Town _____ State/Territory _____ Postcode _____

Period of residence ___ / ___ / ___ to ___ / ___ / ___

Country _____

Previous *(if applicable)*

Number/Street _____

Suburb/Town _____ State/Territory _____ Postcode _____

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 _____

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE

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 • 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)	
Category B—The first document is worth 40 points and each additional document is worth 25 points • 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)	
Category C—Each document is worth 25 points • 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 If relied upon, the following documents must be from different organisations: • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook	

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	
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the *National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People* and attach it to this document	100	
Child under 18	Please provide one of the following documents: • 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	
TOTAL POINTS			
		Total points scored	

VERIFICATION (OFFICE USE ONLY)

NOTE: To be completed by the Accredited Organisation or its Customer (as defined in the Australian Criminal Intelligence Commission 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
	Date / /	

SECTION 3: ACCREDITED ORGANISATION DETAILS

Accredited Organisation *(Legal name)*: THE STATE OF WESTERN AUSTRALIA (Department of Education Services) ABN: 86 936 328 729

Address: PO Box 1416, OSBORNE PARK, WA 6916

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: Teacher Registration

SECTION 7: GENERAL INFORMATION

General information

Australian Criminal Intelligence Commission (ACIC) 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. ACIC 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.

ACIC 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. ACIC 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 ACIC 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 ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies.

ACIC 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 ACIC and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by ACIC 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.

ACIC contact details

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact the ACIC's National Police Checking Service on:

Phone: 02 6268 7900
Email: npcs@acic.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, _____ _____ hereby:

Surname *(Primary)* First and middle *(Primary)*

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 convicitons 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 Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
   - (i) ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
   - (ii) the police agencies disclosing to ACIC, 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) ACIC 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 ACIC 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 _____