

# informed consent form

NATIONAL POLICE CHECKING SERVICE (NPCS)



How to use this form: Use BLOCK LETTERS and black ink to complete this form. Mark check boxes with an (X).

Please select the appropriate box			
<input type="radio"/>	Employee	<input type="radio"/>	Volunteer
Is this a renewal check?			
<input type="radio"/>	Yes	<input type="radio"/>	No

## SECTION 1: PERSONAL INFORMATION

### NAMES BY WHICH I AM, OR EVER HAVE BEEN, KNOWN

If more room is required, list on separate sheet, sign it and send with this application form. Additional sheet included?  Yes  No

Current Name (the name by which you are currently known)

Surname		First Name		Middle Name(s)	
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Other/previous names  Maiden Name  Alias  Previous Name

Surname		First Name		Middle Name(s)	
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Other/previous names  Maiden Name  Alias  Previous Name

Surname		First Name		Middle Name(s)	
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Sex	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Unspecified	Date of Birth	/	/
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Place of Birth

Suburb/Town		State/Territory		Country	
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### PERMANENT RESIDENTIAL ADDRESS OVER LAST FIVE YEARS

If full details of previous addresses are unavailable, details of town(s) and state(s)/territory(ies) of residence will suffice.

If more room is required, list on separate sheet, sign it and send with this application form. Additional sheet included?  Yes  No

Current				Period of residence		
No/Street				If actual dates are unavailable, details of year of residence will suffice.		
Suburb/Town		State/Territory			to	
Postcode		Country				

Previous (if applicable)				Period of residence		
No/Street				If actual dates are unavailable, details of year of residence will suffice.		
Suburb/Town		State/Territory			to	
Postcode		Country				

Previous (if applicable)				Period of residence		
No/Street				If actual dates are unavailable, details of year of residence will suffice.		
Suburb/Town		State/Territory			to	
Postcode		Country				

### CONTACT DETAILS

Home Phone		Work Phone		Mobile Phone	
Email Address					

### OTHER DETAILS

Australian Driver's Licence Number (if applicable)		Issued by (State)	
Firearms Licence Number (if applicable)		Issued by (State)	

**SECTION 2: PROOF OF IDENTITY (100 POINT CHECK)**

When applying for a National Police History Check, you must provide proof of your identity with your informed consent 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 here:  
<http://www.comlaw.gov.au/Details/F2013C00771>

**CHANGE OF NAME**

If all documents provided for 100 points of ID 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 of ID provided are under two or more different names (e.g. birth certificate in maiden name and driver's license in married name) then further ID documents will need to be provided as evidence of a name change (e.g. 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 of ID.

If you use a change of name document you must provide in Section 1 the other names you have used.

**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) which is available here:  
<http://www.comlaw.gov.au/Details/F2013C00771>
- the combination of documents supplied should, as a minimum equal a total of 100 points; and
- evidence your full name and date of birth

DOCUMENT TYPE		DOCUMENT	POINTS	POINTS SCORED
<b>Category A</b> (1 SELECTION ONLY)		<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Australian Passport* No: <input type="text"/> <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> International Passport* No: <input type="text"/> <input type="checkbox"/> Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)  <i>(*current, or expired within the previous two years, but not cancelled)</i>	70	<input type="text"/>
<b>Category B</b>	<b>FIRST SELECTION ONLY</b> (40 POINTS)	<input type="checkbox"/> Current Licence or Permit (Government Issued) <input type="checkbox"/> Working With Children or Teachers Registration Card <input type="checkbox"/> ASIC or MSIC Card <input type="checkbox"/> Public Employee Photo ID Card (Government Issued) <input type="checkbox"/> Department of Veterans' Affairs Card <input type="checkbox"/> Centrelink Pensioner Concession Card or Health Care Card <input type="checkbox"/> Current Tertiary Education Institution Photo ID <input type="checkbox"/> Reference from a Doctor (must have known the Applicant for a period of at least 12 months)	25 – 40	<input type="text"/>
	<b>ALL REMAINING SELECTIONS</b> (25 POINTS)	<input type="checkbox"/> Birth Extract <input type="checkbox"/> Proof of Age Card (Government Issued) <input type="checkbox"/> Medicare Card or Private Health Care Card <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Property Lease or Rental Agreement <input type="checkbox"/> Property Insurance Papers <input type="checkbox"/> ATO Assessment <input type="checkbox"/> Superannuation Statement <input type="checkbox"/> Seniors Card <input type="checkbox"/> Electoral Roll Registration <input type="checkbox"/> Motor Vehicle Registration or Insurance Documents <input type="checkbox"/> Professional or Trade Association Card		
<b>Category C</b>		<input type="checkbox"/> Utility Bills (e.g. Telephone, Gas, Electricity, Water) <input type="checkbox"/> Credit or Debit Card <input type="checkbox"/> Bank Statement or Passbook	25	<input type="text"/>

*If you wish to use more than one of these documents they must be from different organisations*

**TOTAL POINTS SCORED:**

Points must equal or exceed a total of 100. If you are unable to score 100 points, special provisions may be used (see next page).

SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK CANNOT BE MET				
SPECIAL PROVISION		DOCUMENT	POINTS	POINTS SCORED
Recent Arrival <b>(Has been in Australia for 6 weeks or less)</b>	<input type="checkbox"/>	Current passport and proof of date of arrival	100	<input type="checkbox"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	<input type="checkbox"/>	Please complete the "NPCS Proof of Identity/Verifications"	100	<input type="checkbox"/>
Child Under 18 years of age	<input type="checkbox"/>	Birth Certificate/Birth Extract	100	<input type="checkbox"/>
	<input type="checkbox"/>	Australian Passport* No: <input type="text"/>		
	<input type="checkbox"/>	Australian Citizenship Certificate		
	<input type="checkbox"/>	International Passport* No: <input type="text"/>		
	<input type="checkbox"/>	Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature)		
<input type="checkbox"/>	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)			
		(*current, or expired within the previous two years, but not cancelled)		
<b>TOTAL POINTS SCORED:</b>				

**VERIFICATION (OFFICE USE ONLY)**

**NOTE: To be completed by CrimCheck Ltd or its Customer (as defined in the CrimTrac agreement).**  
I declare that I have sighted and confirmed the Applicant's original or certified true copy of personal identity documents and that the Applicant has achieved the required 100 point Proof of Identity requirements. I am satisfied as to the correctness of the Applicant's identity.

Signature of authorised checking officer	Date	/ /
	Print name	

**SECTION 3: ACCREDITED ORGANISATION DETAILS**

Accredited organisation (legal name)	CrimCheck Ltd	ABN	58 151 705 725
Accredited organisation address	PO Box 252, Blackburn VIC 3130		

**SECTION 4: ANY ADDITIONAL RELEVANT INFORMATION**

If you have any additional relevant information to assist in identity verification for this application, please add below (optional)

**SECTION 5: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION**

Do you authorise the result of the National Police History Check to be forwarded/disclosed to the following employer/organisation to assess your suitability?  Yes  No

Employer/organisation (legal name)	ABN
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**SECTION 6: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK**

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups (e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in aged care facility with direct care of disabled and aged persons or Flight Attendant with direct care of children).

Position/Occupation or Entitlement	
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**SECTION 7: GENERAL INFORMATION**

CrimCheck 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 CrimTrac - the government agency responsible for criminal history record checking. CrimCheck is an "Accredited User" of the system and has contractual arrangements with CrimTrac to collect personal information on its behalf in order to conduct NPHC on individuals who are seeking access to positions of employment, other engagements or entitlements or benefits. Accredited Organisations such as CrimCheck and their clients (such as employers) use the personal information determine suitability for the position/entitlement/benefit which you are applying for.

CrimTrac recommend that you seek further information about the relevant legislative framework, if any, for the position/entitlement/benefit you are applying for from the Accredited Organisation. In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. CrimTrac recommend that you seek further information from the Accredited Organisation at Section 3 for 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 Australian Police Agencies<sup>1</sup>; or for the general law enforcement purposes of Australian Police Agencies. You will be required to complete another consent form for any future checks.

**NATIONAL POLICE HISTORY CHECK (NPHC)**

A NPHC is an integral part of the assessment of your suitability.

Information on this Form will be used by CrimTrac and Australian Police Agencies for checking action; it will also be used to update records held about you by CrimTrac and Australian Police Agencies.

Organisations 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 4 above.

PHI may include outstanding charges, warrant information and criminal convictions/findings/plea of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction information release policy.

**LIMITATIONS ON ACCURACY AND USE OF PHI**

While every care has been taken by CrimTrac to conduct a search of PHI held by Australian Police Agencies that relate to the applicant, the accuracy and quality of this NPHC depends on accurate identification of the Applicant (including aliases) according to the information provided in the Informed Consent Form and the comprehensiveness of police records. If the applicant does not complete the information requirements in this Form the success and validity of the NPHC will be compromised. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the Form.

If for any reason you do not agree with the results of your NPHC, please notify the Organisation that you submitted the check through in the first instance, so that the NPHC dispute process can be initiated.

The release of PHI by Australian Police Agencies is subject to relevant Spent Convictions, non-disclosure legislation or information release policies.

**CRIMCHECK CONTACT DETAILS**

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

**Phone:** 03 9955 0300  
**Email:** [support@crimcheck.org.au](mailto:support@crimcheck.org.au)

For more information about CrimCheck's privacy policy see: <http://www.crimcheck.org.au/PrivacyPolicyAug2014>

**SPENT CONVICTIONS SCHEMES**

The aim of Spent Convictions legislation<sup>2</sup> is to prevent discrimination on the basis of certain previous convictions. Spent Convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Each Australian Police Agency will apply the relevant Spent Convictions legislation/ information release policy prior to disclosure.

The following links may be helpful in sourcing information on Spent Convictions in your State/Territory but may not be relied upon.

If further information or clarification is required please contact the individual Police Agencies directly for further information about their release policies and any legislation that affects them.

Commonwealth  
[www.comlaw.gov.au](http://www.comlaw.gov.au)

New South Wales  
[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

Queensland  
[www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)

South Australia  
[www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)

Victoria Police  
[www.police.vic.gov.au](http://www.police.vic.gov.au)

Western Australia  
[www.slp.wa.gov.au](http://www.slp.wa.gov.au)

Northern Territory  
[www.nt.gov.au/dcm/legislation/current.html](http://www.nt.gov.au/dcm/legislation/current.html)

Australian Capital Territory  
[www.legislation.act.gov.au](http://www.legislation.act.gov.au)

Tasmania  
[www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)

**PROVISION OF INCOMPLETE, FALSE OR MISLEADING INFORMATION**

An Accredited Organisation or 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. If it is subsequently discovered, for example as a result of a check of police records, that you have provided incomplete, false or misleading information, you may be assessed as unsuitable.

It is a serious offence to provide false or misleading information in Australia.

<sup>1</sup> Australian Federal Police, ACT Policing, The New South Wales Police Force, Queensland Police Service, South Australia Police, Victoria Police, Western Australia Police, Northern Territory Police Force, Tasmania Police Service

<sup>2</sup> Applicable Spent Conviction legislation, as amended from time to time

**SECTION 8: CONSENT TO OBTAIN PERSONAL INFORMATION**

**NATIONAL POLICE HISTORY CHECK**

I,		hereby:
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Family Name (Primary)	Given Names (Primary)
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1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered may be in a category for which exclusions from Spent Convictions legislation may apply;
3. have fully 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, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that CrimCheck, the accredited user, named in section 3 above is collecting information in this Form to provide to CrimTrac (an Agency of the Commonwealth of Australia) and the Australian Police Agencies;
6. consent to:
  - i. CrimTrac using and disclosing personal information about me to the Australian Police Agencies;
  - ii. the Australian 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 the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police agency concerned;
  - iii. CrimTrac disclosing the information disclosed by the Australian Police Agencies to the Accredited Organisation named in Section 3 above, and
  - iv. Where applicable, CrimCheck disclosing to the employer/organisation named in Section 5 above personal information about me to assess my suitability in relation to my employment/entitlement
7. acknowledge that any information provided by me on this Form, relates specifically to the purpose identified in Section 6 above;
8. acknowledge that any information provided by the Australian Police Agencies or CrimTrac, relates specifically to the purpose identified in Section 6 above;
9. acknowledge that any information sent, by mail or electronically, in relation to my 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 above (including contractors or related bodies corporate) 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 Australian Police Agencies for them to use for their respective 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	/ /
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**Parent/Guardian Consent (If you are under 18 years of age provide consent below from a parent/guardian)**

Parent/Guardian signature		Date	/ /
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Print name in full	
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Print