

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:
www.legislation.gov.au/Details/F2016C00590

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
Category A		<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"/>
Category B	<div style="display: flex; flex-direction: column; align-items: center;"> <div style="border: 1px solid black; padding: 2px;"> FIRST SELECTION ONLY (40 POINTS) </div> <div style="margin: 2px;"> <input type="checkbox"/> </div> <div style="border: 1px solid black; padding: 2px;"> ALL REMAINING SELECTIONS (25 POINTS) </div> </div>	<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 medical practitioner (must have known the Applicant for a period of at least 12 months)	25 – 40	<input type="text"/>
Category C		<input type="checkbox"/> Birth Extract <input type="checkbox"/> Foreign/International Drivers Licence <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 <hr/> <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"/>
<i>If you wish to use more than one of these documents they must be from different organisations</i>				
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 (Has been in Australia for 6 weeks or less)	<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 <i>Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document	100	<input type="checkbox"/>
Child Under 18 years of age	<input type="checkbox"/> Birth Certificate/Birth Extract <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) <i>(*current, or expired within the previous two years, but not cancelled)</i>		100	<input type="checkbox"/>
TOTAL POINTS SCORED:				

VERIFICATION (OFFICE USE ONLY)

NOTE: To be completed by CrimCheck Ltd or its Customer (as defined in the Australian Criminal Intelligence Commission Terms of Service).
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?

	<input type="radio"/> Yes	<input type="radio"/> No
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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 Australian Criminal Intelligence Commission (ACIC) - the government agency responsible for criminal history record checking. ACIC has a contractual agreement with CrimCheck 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. CrimCheck and their clients (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.

In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. ACIC recommends that you seek further information from CrimCheck 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 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. CrimCheck; and
- b. where applicable the employer/organisation named in Section 5 of this form.

PHI may include outstanding charges, warrant information and criminal convictions/findings/plea 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.

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 this 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 CrimCheck so that the NPHC dispute process can be initiated.

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

CRIMCHECK CONTACT DETAILS

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact CrimCheck on:

Phone: 03 9955 0300
Email: support@crimcheck.org.au

For more information about CrimCheck's privacy policy see:
www.crimcheck.org.au/privacy-policy

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.

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

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 in Section 7 of this form and understand that information 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 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 is a serious offence;
5. acknowledge that CrimCheck 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 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 CrimCheck, and
 - iv. CrimCheck 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 CrimCheck (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		/		/
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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