

National Police Checking Service (NPCS)

Informed Consent Form

Please select appropriate box only:

Employee Volunteer Other (Please specify): _____

Is this a renewal check? Yes No

SECTION 1: Personal Information

Use **BLOCK LETTERS** and **BLACK INK** to complete this form. Mark check boxes with an (X).

Names by which I am, or ever have been, known

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

Surname (Primary)		First Name (Primary)		Middle Names	
Surname	<input type="checkbox"/> Maiden <input type="checkbox"/> Alias <input type="checkbox"/> Previous	First Name		Middle Names	
Surname	<input type="checkbox"/> Maiden <input type="checkbox"/> Alias <input type="checkbox"/> Previous	First Name		Middle Names	

Date of Birth (dd/mm/yyyy)		Gender	<input type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> X
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Place of Birth

Suburb/Town		State/Territory	
Country			

Permanent Residential Address Over Last Five Years

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

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

Current	Period of residence		
No/Street		to	
Suburb	State/Territory	P'code	Country
Previous (if applicable)	Period of residence		
No/Street		to	
Suburb	State/Territory	P'code	Country
Previous (if applicable)	Period of residence		
No/Street		to	
Suburb	State/Territory	P'code	Country

Contact Details

Phone			
Home	Work	Mobile	
Email			
Email			

Other Details

Australian Driver's License No		Issued By	
Firearms License No (if applicable)		Issued By	

SECTION 2: Proof of Identity (100-point check)

Documents must be selected from the list below

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 true copy of an original by a person listed in Schedule 2 of 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 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 name (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 of Territory Registry of Birth, Deaths and Marriages or Divorce Papers issued by the Family Court). These documents must be original or certified true copies and DO NOT count towards the 100 Points of ID. If you use a change of name documents 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 from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993".
- 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 Value	Points Scored
Only on form of identification accepted from this category	Category A <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) 	70	<input type="text"/>
Your first Secondary Document will score 40 points, any additional Documents will be awarded 25 points each	Category B <ul style="list-style-type: none"> • Current License or Permit (Government Issued) • Working With Children/Teachers Registration Card • ASIC/MSIC Card • Public Employee Photo ID Card (Government Issued) • Department of Veterans' Affairs Card • Centrelink Pensioner Concession Card of Health Care Card • Current Tertiary Education Institution Photo ID • Reference from a Doctor (must have known the Applicant for a period of at least 12 months) 	40 or 25	<input type="text"/>
Each Supplementary Documents will be awarded 25 points	Category C <ul style="list-style-type: none"> • Birth Extract • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • ATO Assessment • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card 	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	25	<input type="text"/>

SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET

Document Type	Document	Points Value	Points Scored
Recent Arrival - have been in Australia for 6 weeks of less <i>N.B: The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks</i>	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 "NPCS Proof of Identity/Verification under the Special Provision in the NPCS Informed Consent Form for Aboriginal people and Torres Strait Islander people Form" and attach it to this document	100	<input type="text"/>
Child Under 18	<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 e.g. diplomatic/refugee (Photo or Signature) <p>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)</p>	100	<input type="text"/>

TOTAL POINTS

Points must equal or exceed a total of 100	Total Points Scored	<input type="text"/>
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VERIFICATIONS - (OFFICE USE ONLY)

NOTE: To be completed by the Accredited Organisation 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 check officer	
Date	
Printed name of authorised checking officer	

SECTION 3: Accredited Organisation Details

Accredited Organisation (Legal Name)	BAPTISTCARE INCORPORATED	ABN	17 138 445 819
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SECTION 4: Accredited Organisation Notes

Notes	
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SECTION 5: 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 school, Nurse in aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Position/Occupation or Entitlement

SECTION 6: 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 in order to conduct NPHC on individuals who are seeking access to positions of employment, other engagements or entitlements or benefits. Accredited Organisations and their clients (such as employers) use the personal information collected on this Form and the resulting NPHC as part of the assessment process to determine suitability for position/entitlement/benefit which you are applying for. Many types of positions/entitlements/benefits have a legislative basis for the collection, use and disclosure of personal information, such as working with children checks.

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 Agencies¹; 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/organization 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.

CrimTrac Contact Details

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

Phone: 02 6268 7000
Fax: 02 6268 7999 or
Email: crimtrac@crimtrac.gov.au

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

Phone: 02 6268 7639
Fax: 02 6268 7999 or
Email: privacy@crimtrac.gov.au

Spent Convictions Schemes

The aim of Spent Convictions legislation² 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/State/Territory but may not be relied upon.

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

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

Australia Capital Territory: www.legislation.act.gov.au

Tasmania: 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 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.

¹ 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.

² Applicable Spent Conviction legislation, as amended from time to time.

SECTION 7: Consent to Obtain Personal Information

National Police History Check

(BLOCK LETTERS and in BLACK INK)

I, hereby,
 Family Name Given Names

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 the Accredited Organisation 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, the Accredited Organisation named in Section 3 above disclosing the employer/organisation named in Section 4 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 5 above;
8. acknowledge that any information provided by the Australian Police Agencies or CrimTrac, relates specifically to the purpose identified in Section 5 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 of 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

Parent/Guardian Consent

If you are under 18 years of aged provide consent below from a parent/guardian.

Parent/Guardian Signature

Date

Parent/Guardian name printed in full