NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

APPLICATION AND INFORMED CONSENT FORM

NSW GOVERNMENT | Education

Information about this form

Terms used in this form

Nationally Coordinated Criminal History Check	Describes both: the checking process undertaken by the ACIC and police, and the result received by the accredited body. Commonly known as a 'police check'.
You/the applicant	Individual seeking a Nationally Coordinated Criminal History Check.
Accredited body	Organisation accredited with the ACIC and responsible for submitting your Nationally Coordinated Criminal History Check.
Australian Criminal Intelligence Commission (ACIC)	Australian Government agency responsible for facilitating access to Nationally Coordinated Criminal History Checks.
Legal entity customer	Organisation the Accredited Body may use to collect your Application, including your Informed Consent. This may be your employer, benefits provider or issuing body.
Third party	Organisation the Accredited Body is required by law to disclose your personal information and police information to.
Personal information	Information about you, including any information contained in your identity documents.
Police information	Information released as part of a Nationally Coordinated Criminal History Check.

Who completes this form?

Accredited Body

The Accredited Body or its Legal Entity Customer pre-populates this form with information in these sections: **How to submit this form, Contact details** and **question D1.**

Applicant

You are required to provide your personal details and Informed Consent to complete this form. You must also provide your identity documents, as detailed in **Documents required**. If you are less than 18 years of age, this form must be completed by your parent or legal guardian. You are completing this form to obtain a Nationally Coordinated Criminal History Check.

What is a Nationally Coordinated Criminal History Check?

A Nationally Coordinated Criminal History Check is conducted with your Informed Consent to determine your suitability for employment, a position of trust or as required by legislation. A Nationally Coordinated Criminal History Check contains your personal information, and any relevant police information about you, according to the purpose of your Nationally Coordinated Criminal History Check.

Privacy notice

How will my information be used?

The ACIC and Australian police agencies

The ACIC and Australian police agencies use the information on this form and the Applicant's identity documentation:

- to disclose police information relating to you, to the Accredited Body named in question D1.
- to update records held about you
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth)

Accredited Body

The Accredited Body or its Legal Entity Customer uses the personal information collected in this Application to request a Nationally Coordinated Criminal History Check and to assure itself of your identity.

The Accredited Body may have a legislative basis for the collection, use and disclosure of your personal information and police information to a third party. If applicable, third parties are listed in question D1. The ACIC recommends you seek more information about relevant legislation from the Accredited Body.

The Accredited Body or its Legal Entity Customer must advise you if your personal information or police information will be transferred or supplied to a location outside Australia, known as the permitted offshore transfer arrangement. If this applies, the legal name and location of the overseas entity are listed in question D1. The ACIC recommends you seek more information from the Accredited Body listed in D1.

You can contact the Accredited Body for more information on how they handle your personal information using the contact details at the end of this section.

How is my National Coordinated Criminal History Check result determined?

Police information is disclosed in accordance with applicable spent conviction legislation and information release policies of the Australian Government and state and territory governments.

These links may help you source information on spent convictions:

Australian Government	www.legislation.gov.au
Australian Capital Territory	www.legislation.act.gov.au
New South Wales	www.legislation.nsw.gov.au

Northern Territory	www.legislation.nt.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Tasmania	www.thelaw.tas.gov.au
Victoria	www.police.vic.gov.au
Western Australia	www.legislation.wa.gov.au

How do I dispute my result?

If you do not agree with the results of your Nationally Coordinated Criminal History Check, contact the Accredited Body or, if applicable, its Legal Entity Customer, using the contact details on page 3 and tell them you want to dispute the result. The Accredited body or its Legal Entity Customer accepts and escalates all disputes.

Providing incomplete, false or misleading information

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form may be a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995* (Cth).

If you become aware you have provided incorrect information you must contact the Accredited Body as soon as possible.

Documents required

Minimum identity requirements

You must provide four documents with your completed form to confirm your identity:

- **one commencement of identity document** to confirm your birth in Australia or arrival in Australia
- **one primary use in the community document** to show the use of your identity in the community; and
- **two secondary use in the community documents**

The Accredited Body or its Legal Entity Customer will use these documents to verify your identity with the personal information you have provided on this form. The personal information contained in your identity documents will be used to conduct a Nationally Coordinated Criminal History Check, as you consent to in Section D.

The documentation you provide must include evidence of your full legal name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declaration Regulations 2018* can be accepted in addition to the four required documents.

Commencement documents

a) **Australian birth certificate** or authorised record of birth (not an extract or birth card)
b) **Australian citizenship certificate**
c) **Valid Australian Visa**, supported by a foreign passport, which is needed for verification
d) **ImmiCard** issued by Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services
e) current **Australian passport** not expired, (however, if the Document Verification Service (DVS) is used to verify the passport, it may be up to 2 years expired)

* A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.

Primary documents

a) current **Australian passport,** not expired, (however, if the Document Verification System (DVS) is used to verify the passport, it may be up to 2 years expired)
b) current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
c) **ImmiCard** issued by Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services
d) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
e) current **passport** issued by a country other than Australia with a valid entry stamp or visa
f) current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a photo
g) current **shooter** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
h) for persons under 18 years of age with no other Primary Use in Community Documents, a current **student identification card** with a signature or photo.

Secondary documents

Secondary use in the community documents

a) **certificate of identity** issued by DFAT to refugees and non-Australian citizens for entry to Australia
b) **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
c) **convention travel document secondary** (United Nations) issued by DFAT
d) **foreign government issued documents** (for example, drivers licence)
e) **Medicare card**
f) **A relationship certificate issued by a state or territory Births, Deaths and Marriages**
g) **enrolment with the Australian Electoral Commission**
h) **security guard or crowd control photo licence**
i) **evidence of right to an Australian Government benefit** (Centrelink or Veterans' Affairs)
j) **consular photo identity card** issued by DFAT
k) **photo identity card** issued to an officer by a Police Force or Australian Defence Force
l) **photo identity card** issued by the Australian Government or a state or territory government (this may take the form of a Working with Children/Vulnerable People Card or a government occupational licence);
m) **Aviation Security Identification Card (ASIC)** or **Maritime Security Identification Card (MSIC)**
n) **Australia Post Keypass** with photo
o) **Firearms licence**
p) **credit reference check**
q) **Australian secondary or tertiary student photo identity document**
r) **Certified academic transcript** from an Australian university or a registered higher education provider;
s) **trusted referees report**
t) **bank card, credit card** or **bank statement** (without recording the payment/card number/s)
u) **Australian tax file number**
v) State/territory government **rates assessment notice** or **Australian Taxation Office assessment notice** (must not be issued more than 12 months prior to use);
w) **Australian utility bill** showing name and address (must

not be issued more than 3 months prior to use);

x) **Australian private health insurance card;**

y) **Australian trade association card**

Names

All names under which you have been or are currently known will be included on the Nationally Coordinated Criminal History Check. If you are concerned about the disclosure of details relating to your previous known names, please contact the Accredited Body through which you are submitting your check for a Nationally Coordinated Criminal History Check for assistance.

Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. **Church or celebrant-issued certificates are not accepted.**

Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact the Accredited Body who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

How to submit this form

Before submitting this form, ensure all sections are complete and that you have signed and dated the form.

Submit your completed form and identity documents using these instructions:

Contact details

You can contact the Accredited Body or its Legal Entity Customer for more information on the Nationally Coordinated Criminal History Check process, how your personal information is handled and how you can dispute your result.

Accredited Body

NSW Department of Education

Contact details

105 Phillip Street
Parramatta NSW 2150

Legal Entity Customer (if applicable)

Contact details

Section A – Personal information

A1. Please read this before answering the following questions.

You must disclose all names you have been known by throughout your life, including your full legal name, name before marriage (maiden name), and other previous names and/or alias names.

All names that you submit as part of your nationally coordinated criminal history check, will appear on the check result. If you are concerned about the disclosure of a previous name, please contact the Accredited Body.

With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

Example:
When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

Current name: Smith, Lucianne Jane
Maiden name: Jones, Lucianne Jane
Alias name: Smith, Lucy Jane
Alias name: Jones, Lucy Jane

Full legal name

Family name

First given name(s)

Other given name(s)

Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Name Type Maiden ☐ Alias ☐ Previous ☐

Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Name Type Maiden ☐ Alias ☐ Previous ☐

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

Additional sheet attached? Yes ☐ No ☐

A2. Please read this before answering the following question.

You must select the gender that best describes how you identify yourself within the community.

The gender details that you submit as part of your Nationally Coordinated Criminal History Check, will be the gender that appears on the check result.

The ACIC's processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender.* If these Guidelines affect you and you would like additional information specifically regarding this, please contact the ACIC directly at npcs@acic.gov.au

Your gender

M ☐ (Male)

F ☐ (Female)

X ☐ (Indeterminate/intersex/unspecified)

A3. Please read this before answering the following questions.

If you cannot provide all these details, contact the Accredited Body or its Legal Entity Customer.

Your date of birth

/ /

Your place of birth

Suburb/town

State/territory

Country

A4. Please read this before answering the following questions.

Provide your current and previous residential addresses for the past *five years*.

If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the organisation that gave you this form.

Current residential address

Street address			
Suburb/town			
State/territory		**Postcode**	
Country			

Dates residing at address:

From	/ /		

Previous residential address 1

Street address			
Suburb/town			
State/territory		**Postcode**	
Country			

Dates residing at address:

From	/ /	**To**	/ /

Previous residential address 2

Street address			
Suburb/town			
State/territory		**Postcode**	
Country			

Dates residing at address:

From	/ /	**To**	/ /

Previous residential address 3

Street address			
Suburb/town			
State/territory		**Postcode**	
Country			

Dates residing at address:

From	/ /	**To**	/ /

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

Additional sheet attached? Yes ☐ No ☐

A5. Please read this before answering the following questions.

If you have an *Australian* drivers licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence.

If you have a *foreign* drivers licence and/or a firearm licence you must provide the licence number and the country that issued your licence.

If you have a passport, you must provide the passport number and the country that issued your passport.

Drivers licence number (if available)

Issued by (state/territory)

Firearm licence number (if available)

Issued by (state/territory)

Passport number (if available)

Issued by (country)

Section B - Purpose of the Nationally Coordinated Criminal History Check

The purpose for your Nationally Coordinated Criminal History Check helps determine what police information is disclosed on your result.

B1. Please read this before answering the following question.

For question B1, provide the following information:

1. position title, occupation, volunteer role or entitlement being sought
2. proposed place of work (name of employer or organisation providing the entitlement)
3. location of the role (town and state/territory)

Acronyms must not be used – except for the state/territory.

Example: Case worker, Department of Human Services, Canberra, ACT.

Example: volunteer in canteen, St Bebes, Canberra, ACT

Your position title, volunteer role, entitlement or licence type

Your proposed place of work (name of organisation/ department) or requesting organisation or issuing authority

Location or town of your work

The Sate or Territory of your work

ACT	☐	QLD	☐	VIC	☐
NSW	☐	SA	☐	WA	☐
NT	☐	TAS	☐	Other	☐
				Commonwealth	☐

Section C – Type of Nationally Coordinated Criminal History Check

C1. Please read this before answering the following question.

You may request a volunteer check if you will hold a position or perform a role where you will not receive any salary, benefits or financial gain. This includes students undertaking compulsory vocational placements.

The volunteer check type must not be selected for the Australian Government's Work for the Dole Scheme.

You must be able to validate the Not-for-Profit organisation and the volunteer position to support your selection of the volunteer type.

What is the check type?

Standard ☐ Volunteer ☐

Section D – Informed Consent

What is Informed Consent?

Your Informed Consent is needed before an Accredited Body can request a Nationally Coordinated Criminal History Check for you. Your Informed Consent means you:

- have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed
- provide your permission for the Accredited Body to request a Nationally Coordinated Criminal History Check on your behalf
- provide your permission for the Accredited Body to disclose your information to any organisation listed in D1 of this form.

How do I provide my informed consent?

An important aspect of providing Informed Consent is that you understand what you are consenting to. It is important that you read the consent statements in question D2 and, where required, get clarification from the Accredited Body or its Legal Entity Customer, to ensure complete understanding. You must then sign and date this form at D2, to give your Informed Consent.

Important: Please read this information about question D1.

The Accredited Body is required to complete the details at D1 before providing the form to you.

D1 provides the details of the organisations to whom your personal and police information will be disclosed to.

In question D2, you will provide your Informed Consent for your personal and police information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and any organisations detailed in question D1.

D1. Organisations to whom the applicant's personal and police information will be disclosed

Accredited Body

Accredited Body (legal name)

NSW Department of Education

Address

105 Phillip Street Parramatta NSW 2150

Preferred contact details

ABN

40 300 173 822

Legal Entity Customer or related government entity

Legal Entity Customer or related government entity (legal name)

Address

Preferred contact details

ABN

Third parties (as required by law)

Third party 1 (legal name)

ABN

Third party 2 (legal name)

ABN

Permitted offshore transfer arrangements

Overseas entity (legal name)

Location (Country)

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

Additional sheet attached? Yes ☐ No ☐

D2. Please read this before answering the following question.

You must provide your name, read each statement carefully and then print your name, sign and date to provide your Informed Consent.

Applicant's consent to submit a Nationally Coordinated Criminal History Check

I,

Family name

First given name(s)

Other given name(s)

1. acknowledge that I/the applicant understand the information on this form.
2. acknowledge that the accredited body named in D1 is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a nationally coordinated criminal history check to be conducted for the purpose outlined in Section B of this form.
3. have fully and accurately completed this form, and the personal information I/the applicant, have provided relates to me/the applicant, and contains the full name and all names previously used by me/the applicant.
4. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents may be a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995 (*Cth*).*
5. acknowledge that personal information that I/the applicant provided on this form and on the supplied identity documents may be disclosed to the accredited body named in Section D of this form (including contractors, legal entity customers, related bodies or third parties named in D1 of this form in Australia or overseas, if applicable).
6. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my/the applicant's risk and I/the applicant, am aware of the consequences of sending information in these ways.
7. acknowledge that I/the applicant am aware that I/the applicant am providing consent for a nationally coordinated criminal history check to be conducted using all personal information provided in this form and provided in suppled identity documents.
8. understand and consent to police information relating to me/the applicant, being disclosed in accordance with the purpose identified in Section B of this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
9. give consent to:
   a. the ACIC and police agencies using and disclosing my/the applicant's personal information that I/ the applicant, have provided in this form and personal information contained in my supplied identity documents to conduct a nationally coordinated criminal history check.
   b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the accredited body named in D1 of this form.
   c. the accredited body named in D1 of this form disclosing to the legal entity customer, third parties and any permitted offshore transfer arrangements also detailed in D1, my/the applicant's personal information and police information to assess my/the applicant's suitability for the purpose identified in Section B of this form.
10. acknowledge that it is usual practice for my/the applicant's personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).

Applicant

Print name

Signature

Date / /

Parent or legal guardian

(where the applicant is under the age of 18)

Print name

Signature

Date / /

Authorised agent
(person responsible for the applicant, such as a legal representative)
Print name

Signature

Date / /

Section E - Office use only

Accredited body or its Legal Entity Customer declaration.

E1. What is the Nationally Coordinated Criminal History Check category for this check?
For example: Employ/probity/licence.

E2. Collected Identity Documentation

1) Commencement of identity document:
Type of document collected:

Name as it appears on the identity document:

Document identifier number:

Document expiry date: / /

2) Primary use in the community document:
Type of document collected:

Name as it appears on the identity document:

Document identifier number:

Document expiry date: / /

3) Secondary use in the community document:

Type of document collected:

Name as it appears on the identity document:

Document expiry date: / /

4) Secondary use in the community document:

Type of document collected:

Name as it appears on the identity document:

Document expiry date: / /

5) Change of name document (if applicable):

Type of document collected:

Previous name as it appears on the document:

Current name as it appears on the document:

Document expiry date: / /

6) Were special provisions used to verify this applicant's identity.

No ☐

Yes ☐

If yes, how was the Applicant's eligibility for special provisions verified and identity confirmed:

E4. The Accredited Body or its Legal Entity Customer declares that:

- The correct *check type* has been selected for this check and they have verified the legitimacy of this claim.
- They are satisfied as to the Applicants' identity and have verified the linkage between the applicant and the claimed identity.

Staff member

Print name

Signature

	Date
	/ /