

# NATIONALLY COORDINATED CRIMINAL HISTORY CHECK APPLICATION AND INFORMED CONSENT FORM



## Information about this form

### Terms used in this form

<b>Nationally coordinated criminal history check</b>	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'.
<b>You/the applicant</b>	Individual seeking a nationally coordinated criminal history check.
<b>Accredited body</b>	Organisation accredited with the ACIC and responsible for submitting your nationally coordinated criminal history check.
<b>Australian Criminal Intelligence Commission (ACIC)</b>	Australian Government agency responsible for facilitating access to nationally coordinated criminal history checks.
<b>Legal entity customer</b>	Organisation the accredited body uses to collect your <i>Application and informed consent form</i> . This may be your employer, benefits provider or issuing body.
<b>Third party</b>	Organisation the accredited body is required by law to disclose your personal information and police information to.
<b>Personal information</b>	Information about you, including any information contained in your identity documents.
<b>Police information</b>	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 form 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	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Australian Capital Territory	<a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a>
New South Wales	<a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>
Northern Territory	<a href="http://www.legislation.nt.gov.au">www.legislation.nt.gov.au</a>
Queensland	<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>
South Australia	<a href="http://www.legislation.sa.gov.au">www.legislation.sa.gov.au</a>
Tasmania	<a href="http://www.thelaw.tas.gov.au">www.thelaw.tas.gov.au</a>
Victoria	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>
Western Australia	<a href="http://www.legislation.wa.gov.au">www.legislation.wa.gov.au</a>

### 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 is 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 against the personal information you have provided on this form. The personal information contained in the identity documents you provide 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 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 Declarations Regulations 1993* (Cth) can be accepted in addition to the four required documents.

### Commencement documents

- (a) full **Australian birth certificate** (not an extract or birth card)
- (b) current **Australian passport** (not expired)
- (c) **Australian visa** current at time of entry to Australia as a resident or tourist \*
- (d) **ImmiCard** issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- (e) **certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- (f) **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (g) **certificate of evidence** of resident status.

\* A Visa Entitlement Verification Online (VEVO) record may be provided

### Primary documents

- a) 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
- b) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c) current **passport** issued by a country other than Australia

- d) with a valid entry stamp or visa
- d) current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e) current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f) 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

- a) **certificate of identity** issued by DFAT
- b) **document of identity** issued by DFAT
- c) **convention travel document secondary** (United Nations) issued by DFAT
- d) **foreign government issued documents** (for example, drivers licence)
- e) **Medicare card**
- f) **enrolment with the Australian Electoral Commission**
- g) **security guard** or **crowd control photo licence**
- h) **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs)
- i) **consular photo identity card** issued by DFAT
- j) **photo identity card** issued to an officer by a police force
- k) **photo identity card** issued by the Australian Defence Force
- l) **photo identity card** issued by the Australian Government or a state or territory government
- m) **Aviation Security Identification Card**
- n) **Maritime Security Identification card**
- o) **credit reference check**
- p) **Australian tertiary student photo identity document**
- q) **Australian secondary student photo identity document**
- r) certified **academic transcript** from an Australian university
- s) **trusted referees report**
- t) **bank card**
- u) **credit 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 application 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:

Bring 4 forms of ID - ideally passport, drivers licence, medicare card, seniors card. These will be copied and verified, and will be shredded within max.12 months of application

### 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

Meals On Wheels NSW Ltd

#### Contact details

Level 4/80 Cooper St Surry Hills NSW 2010

#### Legal entity customer (if applicable)

To be Filled on Section D1 (Page 6)

#### Contact details

To be Filled on Section D1 (Page 6)

## 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 primary name, name before marriage (maiden name), and other previous names and/or alias names.

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  
**Previous name:** Jones, Lucy Jane

#### Primary 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*. For more information, contact the ACIC directly on 02 6268 7900 or [npcs@acic.gov.au](mailto: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

/	/	
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Your place of birth

Suburb/town

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State/territory

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Country

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**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

<b>Street address</b>			
<b>Suburb/town</b>			
<b>State/territory</b>		<b>Postcode</b>	
<b>Country</b>			

Dates residing at address:

<b>From</b>	/	/			
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Previous residential address 1

<b>Street address</b>			
<b>Suburb/town</b>			
<b>State/territory</b>		<b>Postcode</b>	
<b>Country</b>			

Dates residing at address:

<b>From</b>	/	/		<b>To</b>	/	/
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Previous residential address 2

<b>Street address</b>			
<b>Suburb/town</b>			
<b>State/territory</b>		<b>Postcode</b>	
<b>Country</b>			

Dates residing at address:

<b>From</b>	/	/		<b>To</b>	/	/
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Previous residential address 3

<b>Street address</b>			
<b>Suburb/town</b>			
<b>State/territory</b>		<b>Postcode</b>	
<b>Country</b>			

Dates residing at address:

<b>From</b>	/	/		<b>To</b>	/	/
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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)**

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Issued by (state/territory)

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**Firearm licence number (if available)**

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Issued by (state/territory)

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**Passport number (if available)**

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Issued by (country)

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**Section B – Type of nationally coordinated criminal history check**

**B1. 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.

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

The accredited body may request further information from you to validate the correct selection of volunteer type.

What is the check type for this application?

Standard

Volunteer

## Section C - 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.

### C1. Please read this before answering the following question.

For question C1, provide the following information:

1. position title, occupation or entitlement being sought
2. proposed place of work (name of organisation or type of workplace)
3. location (town and state/territory)

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

*Example:* Case worker, Youth Housing Facilities, Canberra, ACT.

Your position title, occupation, or entitlement

Your proposed place of work (name of organisation or type of workplace)

The location of your work (town and state/territory)

### C2. Please read this before answering the following question.

For question C2, indicate whether you will have supervised/unsupervised contact with vulnerable groups as part of the role you are applying for.

**Vulnerable groups means:**

- a child,
- an adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect.

**Contact means** direct or indirect face-to-face contact, phone contact or any type of communication over the internet.

**Supervision means** in the presence of an adult who is responsible for the safety or care of the vulnerable person.

**Unsupervised means** you will not be in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Select the statement that best describes the role you are applying for:

Supervised contact with vulnerable people

Unsupervised contact with vulnerable people

No contact with vulnerable people

## 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 question D1 before providing the form to you.

Question 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)

Address

Preferred contact details

ABN

**Legal entity customer or related government entity**

Legal entity customer or related government entity (legal name)

COA Sydney Inc

Address

25 Rowe St, Woollahra, NSW, 2025

Preferred contact details

ABN

93 543 834 464

**Third parties (as required by law)**

Third party 1 (legal name)

N/A

ABN

N/A

Third party 2 (legal name)

N/A

ABN

N/A

**Permitted offshore transfer arrangements**

Overseas entity (legal name)

N/A

Location (Country)

N/A



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 C 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 is 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 supplied identity documents.
8. understand and consent to police information relating to me/the applicant, being disclosed in accordance with the purpose identified in Section C 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 C 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 application?

*For example: Employ/probity/licence.*

**E2.** 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
	/ /