

Please select appropriate box only:

Reference No.

Employee     Contractor/Consultant     Volunteer    Other (Please specify)

**SECTION 1: PERSONAL INFORMATION - Use BLOCK LETTERS and black ink to complete this form. Mark checkboxes with an X.**

**Names by which I am, or have been, known**  
*If more room is required, please list in the space provided at Section 6 on page 3*

**Family Name** (Primary)

**First Name** (Primary)

**Middle Names**

**Aliases** (Family Name first)

**Previous Names**

**Maiden Name**

**Birth Details**

**Date of Birth** (dd/mm/yyyy)     **Country of Birth**     **State/Territory of Birth**

**Gender**    Male     Female     Unknown/Other     **Suburb/Town of Birth**

**Australian Licences**

**Driver's Licence No.**     **State/Territory**

**Firearms Licence No.**     **State/Territory**

**Contact Details**

**Phone**    Home (  )     Mobile     Work (  )

**Email**

**Permanent Residential Address Over Last Five Years**  
*If more room is required, please list in the space provided at Section 6 on page 3.*

<p>If full details of previous addresses are unavailable, details of town(s) and state(s)/territory(ies) of residence will suffice.</p>	<p>If actual dates are unavailable, details of year of residence will suffice.</p>
<p><b>CURRENT</b></p> <p><b>No./Street</b> <input type="text"/></p> <p><b>Suburb</b> <input type="text"/>    <b>P'code</b> <input type="text"/></p> <p><b>State/Territory</b> <input type="text"/>    <b>Country</b> <input type="text"/></p>	<p>Period of Residence:</p> <p><b>Year From</b> <input type="text"/></p>
<p>PREVIOUS (IF APPLICABLE)</p> <p><b>No./Street</b> <input type="text"/></p> <p><b>Suburb</b> <input type="text"/>    <b>P'code</b> <input type="text"/></p> <p><b>State/Territory</b> <input type="text"/>    <b>Country</b> <input type="text"/></p>	<p>Period of Residence:</p> <p><b>Year From</b> <input type="text"/></p> <p><b>Year To</b> <input type="text"/></p>
<p>PREVIOUS (IF APPLICABLE)</p> <p><b>No./Street</b> <input type="text"/></p> <p><b>Suburb</b> <input type="text"/>    <b>P'code</b> <input type="text"/></p> <p><b>State/Territory</b> <input type="text"/>    <b>Country</b> <input type="text"/></p>	<p>Period of Residence:</p> <p><b>Year From</b> <input type="text"/></p> <p><b>Year To</b> <input type="text"/></p>

## 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 application. You will be asked to provide personal identity documents that add up to a minimum of 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. 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) – see <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993". Documents must be selected from the list below.

**Change of Name:** If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, eg. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. These documents must be originals or certified true copies and DO NOT count towards the 100-points. If you use a change of name document you must provide in Section 1 the other names you have used.

Document Type	Document <i>100 points must include ONE Primary Document, or at least ONE Secondary Document that must contain a photograph</i>	Points Value	Points Scored
Only one form of identification accepted from this category	<b>PRIMARY</b> <ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport, eg. diplomatic/refugee (photo or signature)</li> </ul>	70	<input type="text"/>
Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each	<b>SECONDARY</b> <ul style="list-style-type: none"> <li>• Current Licence or Permit (Government Issued)</li> <li>• Working With Children/Teachers Registration Card</li> <li>• Aviation Security ID Card/Maritime Security ID Card</li> <li>• Public Employee Photo ID Card (Government Issued)</li> <li>• Department of Veterans' Affairs Card</li> <li>• Centrelink Pensioner Concession Card or Health Care Card</li> <li>• Current Tertiary Education Institution Photo ID</li> <li>• Reference from a medical practitioner (must have known the applicant for a period of at least 12 months)</li> </ul>	40 or 25	<input type="text"/>
	<ul style="list-style-type: none"> <li>• Birth Extract</li> <li>• Foreign/International Driver's Licence</li> <li>• Proof of Age Card (Government Issued)</li> <li>• Medicare Card/Private Health Care Card</li> <li>• Council Rates Notice</li> <li>• Property Lease/Rental Agreement</li> <li>• Property Insurance Papers</li> <li>• Australian Tax Office Assessment</li> <li>• Superannuation Statement</li> <li>• Seniors Card</li> <li>• Electoral Roll Registration</li> <li>• Motor Vehicle Registration or Insurance Documents</li> <li>• Professional or Trade Association Card</li> </ul>	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"> <li>• Utility Bills (eg. telephone, gas, electricity, water)</li> <li>• Credit/Debit Card</li> <li>• Bank Statement/Passbook</li> </ul>	25	<input type="text"/>
<b>SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET</b>			
The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less), the current passport and proof of arrival date, are required	100	<input type="text"/>
Aboriginal person, Torres Strait Islander people or resident in a remote area/community	Identity of applicant ordinarily resident in an isolated area verified by <b>TWO</b> persons recognised as ' <b>Community Leaders</b> ' of the community to which the applicant belongs	100	<input type="text"/>
Child Under 18	Please provide one of the following documents: <ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport, eg. diplomatic/refugee (photo or signature)</li> <li>• 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).</li> </ul>	100	<input type="text"/>
<b>TOTAL POINTS</b>			
Points must equal or exceed a total of 100	<b>Total Points Scored:</b>		<input type="text"/>

**VERIFICATION - (OFFICE USE ONLY)**

**NOTE: To be completed by the Accredited Organisation or its Customer's Authorised Personnel (as defined in the Australian Criminal Intelligence Commission agreement).**

I declare that I have sighted and confirmed the applicant's original or certified true copy of documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant's identity.

Signature of authorised checking officer:

Date:

Printed name of authorised checking officer:

**SECTION 3: ACCREDITED ORGANISATION DETAILS**

**Accredited Organisation  
(Legal Name)**

RISK GROUP PTY LTD

**ABN**

50 090 929 418

**SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION**

I authorise Risk Group Pty Ltd to send the results of my check to the following employer/organisation:

**Employer/Organisation  
(Legal Name)**

**ABN**

**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. eg. cleaner in a school, worker (nominate function) in aged care, health care or disability services, maintenance worker in hospital, financial services licence applicant, ASIC or APRA compliance.

**Position/Occupation or  
Entitlement**

**SECTION 6: ADDITIONAL INFORMATION**

## SECTION 7: CONSENT TO OBTAIN PERSONAL INFORMATION

### National Police History Check

(BLOCK LETTERS and in BLACK INK)

I,

Family Name (Primary)

hereby:

Given Names (Primary)

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many 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 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 the Australian Criminal Intelligence Commission (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
  - (i) the Australian Criminal Intelligence Commission disclosing personal information about me to the Australian police agencies;
  - (ii) the Australian police agencies disclosing to the Australian Criminal Intelligence Commission, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, 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) the Australian Criminal Intelligence Commission providing the information disclosed by the Australian police agencies to the Accredited Organisation named in Section 3 above, in accordance with the laws of the Commonwealth; and
  - (iv) where applicable, the Accredited Organisation named in Section 3 above disclosing to the employer/organisation named in Section 4 above personal information about me to assess my suitability in relation to my employment/entitlement; and
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 the Australian Criminal Intelligence Commission, relates specifically to the purpose identified in Section 5 above;
9. 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 for administrative purposes; and
10. 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, and which the Australian Criminal Intelligence Commission provides to the Accredited Organisation named in Section 3 above, on receipt of the 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 age provide consent below from a parent /guardian.

Parent/Guardian  
Signature

Date

Parent/Guardian  
Name (printed in full)

## SECTION 8: GENERAL INFORMATION

### GENERAL INFORMATION

Risk Group Pty Ltd (Risk Group) is collecting your personal information in this form to send to the Australian Criminal Intelligence Commission (ACIC) so that they can conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with Risk Group as an ACIC Accredited Organisation, as identified at Section 3.

ACIC has contractual arrangements with its Accredited Organisations 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. Accredited Organisations and their customers (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. Some Accredited Organisations have a legislative basis for the collection, use and disclosure of your personal information.

ACIC recommends that you seek further information about any relevant/applicable legislative framework from the Accredited Organisation.

In some circumstances, Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. ACIC recommends that you seek further information from the Accredited Organisation at Section 3 in 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

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) 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/pleas 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.

The following links may be helpful in sourcing information on spent convictions in your State or Territory:

Commonwealth	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
New South Wales	<a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.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>
Victoria Police	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>
Western Australia	<a href="http://www.slp.wa.gov.au">www.slp.wa.gov.au</a>
Northern Territory	<a href="http://www.nt.gov.au/dcm/legislation/current.html">www.nt.gov.au/dcm/legislation/current.html</a>
Australian Capital Territory	<a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a>
Tasmania	<a href="http://www.thelaw.tas.gov.au">www.thelaw.tas.gov.au</a>

### 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 an NPHC issued by ACIC depends on accurate identification of the Applicant (including aliases) and 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 the Accredited Organisation that submitted the request for a NPHC on you, so that the National Police Checking Service dispute process can be initiated.

### RISK GROUP CONTACT DETAILS

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

Phone: (03) 9576 9736

Email: [support@policecheck.com.au](mailto:support@policecheck.com.au)

### PROVISION OF INCOMPLETE, FALSE OR MISLEADING INFORMATION

The 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.

**HOW TO COMPLETE THE CONSENT FORM**

1. Fill in all of the required fields.
2. Sign and date page 4 where indicated, giving your consent to the check.
3. Collect original identification documents that you will use to prove your identity.
4. Supply proof of your identity to an Approved Person (see list below).

**WHO CAN CERTIFY MY IDENTITY DOCUMENTS?**

If you have original identity documents then you must show them to your Risk Group Approved Employer Representative so they can complete the verification on page 3 of the consent form. If you do not have originals then you must have the copies duly certified by one of the following people.

**Occupation**

Chiropractor	Dentist	Legal practitioner
Medical practitioner	Nurse	Optometrist
Patent attorney	Pharmacist	Physiotherapist
Psychologist	Trademarks attorney	Veterinary surgeon

**Other Persons**

Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public

Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*)

Bailiff

Bank officer with 5 or more continuous years of service

Building society officer with 5 or more years of continuous service

Chief executive officer of a Commonwealth court

Clerk of a court

Commissioner for Affidavits

Commissioner for Declarations

Credit union officer with 5 or more years of continuous service

Employee of the Australian Trade Commission who is:

- in a country or place outside Australia; and
- authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and
- exercising his or her function in that place

Employee of the Commonwealth who is:

- in a country or place outside Australia; and
- authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and
- exercising his or her function in that place

Fellow of the National Tax Accountants' Association

Finance company officer with 5 or more years of continuous service

Holder of a statutory office not specified in another item in this Part

Judge of a court

Justice of the Peace

Magistrate

Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961*

Master of a court

Member of Chartered Secretaries Australia

Member of Engineers Australia, other than at the grade of student

Member of the Association of Taxation and Management Accountants

Member of the Australian Defence Force who is:

- an officer; or
- a non-commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or
- a warrant officer within the meaning of that Act

Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants, or the National Institute of Accountants

Member of:

- the Parliament of the Commonwealth; or
- the Parliament of a State; or
- a Territory legislature; or
- a local government authority of a State or Territory

Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961*

Notary public

Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public

Permanent employee of:

- the Commonwealth or a Commonwealth authority; or
  - a State or Territory or a State or Territory authority; or
  - a local government authority;
- with 5 or more years of continuous service who is not specified in another item in this Part

Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made

Police officer

Registrar, or Deputy Registrar, of a court

Senior Executive Service employee of:

- the Commonwealth or a Commonwealth authority; or
- a State or Territory or a State or Territory authority

Sheriff

Sheriff's officer

Teacher employed on a full-time basis at a school or tertiary education institution

Member of the Australasian Institute of Mining and Metallurgy

**THE APPROVED PERSON MUST**

- Sight the original documentation.
- Certify that the photographic identification is a true likeness of the applicant.
- Sign and date each photocopy of the original documents.

**PHOTOGRAPHIC ID MUST BE PROVIDED**

- Identification *must include at least one copy of photographic ID* (Primary Documents) plus identification that contains the applicant's current residential address, signature and date of birth.
- If you don't have photographic ID then you must supply a current passport size photograph.
- If a current passport size photograph is submitted it must be a clear, professionally taken photograph *and must be certified*.

**PURPOSE OF THE CHECK**

The purpose of the check field at Section 5 is one of the most important parts of the consent form. It's here that you must describe the nature of the work that you are or will be performing. This description dictates the extent of any information that may be released by police agencies. It's no good just saying "contractor" when a more useful description is "security contractor working in state schools". Similarly, if the person is working in aged care or a similar industry involving care of vulnerable people, it is critical that the purpose adequately describes their duties. For example, "cleaner in aged care facility" or "gardener in private hospital". If you are in the financial services industry then it could be "ASIC compliance company director" or "Financial services licence" for example. Do not use one-word explanations such as "casual" or "temp" or "manager" because this tells us nothing about the nature of the work undertaken. If your staff are all generally engaged in the same duties, then you should think carefully about the terminology and use it consistently – contact us if you're unsure about this aspect.

**WHAT DO I DO WITH THE COMPLETED FORM & ATTACHMENTS?**

1. If your check is being submitted through an employer then post, scan and email or take them to that employer to avoid any delay in processing the check
2. If you are submitting the check directly to us at Policecheck:
  - Scan and email the signed consent form and all attachments to [fran@policecheck.com.au](mailto:fran@policecheck.com.au) OR
  - Fax to us at: (03) 8456 6461 OR
  - Post to us at: Suite 7, 321 Koornang Rd, Carnegie, Vic, 3163.
  - Attach clear photocopies of your verified or certified identity documents – **do not send originals**.
  - Attach the payment authorisation form.

**WHAT HAPPENS ONCE I HAVE SUBMITTED THE FORMS?**

Risk Group will send the results of the National Police History Check directly to you or your nominated employer.

THIS PAGE IS FOR YOUR INFORMATION - DO NOT RETURN THIS PAGE