

NCC Informed Consent Form

User Guide



NATIONAL POLICE CHECKING SERVICE (NPCS) APPLICATION/CONSENT FORM (ACCREDITED AGENCIES - CUSTOMERS)



Please select appropriate box only:

Employee Contractor/Consultant Volunteer Other (Please specify)

Is this a renewal check? Yes No

Select the appropriate employment relationship

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 including Alias (A), name change by Marriage (M) or previous name, change by Deed Poll (P) If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? Yes No

Ensure all names are entered including aliases and maiden names

Surname (Primary) <input type="text"/>	Given Names (Primary) <input type="text"/>
Surname <input type="text"/>	Given Names <input type="text"/>
Surname <input type="text"/>	Given Names <input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Other	Date of Birth (dd/mm/yyyy) <input type="text"/>

Place of Birth

Ensure the applicants place of birth is recorded

Suburb/Town <input type="text"/>	State/Territory <input type="text"/>
Country <input type="text"/>	

Contact Details

Ensure the applicants contact details are recorded

Phone <input type="text"/>	Home <input type="text"/>	Work <input type="text"/>	Mobile <input type="text"/>
Email <input type="text"/>			

Other Details

Include a drivers license or a passport preferably. However, it is not a mandatory requirement

Australian Driver's Licence No <input type="text"/>	Issued By <input type="text"/>
Firearms Licence No <input type="text"/>	State/Territory <input type="text"/>
Passport No <input type="text"/>	Passport Country <input type="text"/>
Passport Type <input type="checkbox"/> Government <input type="checkbox"/> UN Refugee <input type="checkbox"/> Private	

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 of residence will suffice

Include all residential addresses for the last 5 years.

Current No/Street <input type="text"/>	Period of residence <input type="text"/> to <input type="text"/>
Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	Country <input type="text"/>
Previous (if applicable) No/Street <input type="text"/>	<input type="text"/> to <input type="text"/>
Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	Country <input type="text"/>
Previous (if applicable) No/Street <input type="text"/>	<input type="text"/> to <input type="text"/>
Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	Country <input type="text"/>

Please note the applicant will need a CURRENT Australian residential address.

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SECTION 2: PROOF OF IDENTITY (100-POINT CHECK)

Important: Should the Accredited Agency apply a more rigorous proof of identity check by choosing to exceed the 100 points requirement, please refer to your information pack/instructions before continuing.

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) and is available from <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, e.g. 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 100 points must include ONE Primary Document, or at least ONE Secondary Document which must contain a photograph	Points Value	Points Scored
Only one form of identification accepted from this category	PRIMARY <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) 	70	<input type="text"/>
Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each	SECONDARY <ul style="list-style-type: none"> • Current Licence 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 or 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"/>
	<ul style="list-style-type: none"> • Foreign/International Driver's Licence • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • Tax Declaration • 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"/>

100 points must include either:

1 primary document or

1 secondary document that contains a photo of the applicant

Enter in the number of points in the blue boxes

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

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 – proof of arrival date required) current passport	100	<input type="text"/>
Aboriginal person or Torres Strait Islander resident in a remote area/ community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as 'Community Leaders' of the community to which the applicant belongs	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 eg. diplomatic/refugee (Photo or Signature) Or 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)	100	<input type="text"/>

Enter the total amount of points you have witnessed.

TOTAL POINTS

Points must equal or exceed a total of 100	Total Points Scored:	<input type="text"/>
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The authorised officer or personnel member needs to print, sign and date when they witnessed the ID here

VERIFICATION - (OFFICE USE ONLY)

NOTE: To be completed by the Accredited Agency 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 personal identity 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 AGENCY DETAILS

Accredited Agency (Legal Name)

ABN

If the police history information needs to be disclosed to a 3rd party organisation, complete the details here

SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above? Yes No
 If No: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation to assess my suitability:

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. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in an aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children.

Position/Occupation or Entitlement

Include the specific reason for check (i.e. position/job title) here. This will need to be duplication when completing the online portal lodgment.

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SECTION 7: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS and in BLACK INK)

I, hereby:

Family Name (Primary) 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 Agency named in Section 3 above is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
 - (i) the CrimTrac Agency disclosing personal information about me to the Australian police agencies;
 - (ii) the Australian police agencies disclosing to the CrimTrac Agency, 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 CrimTrac Agency providing the information disclosed by the Australian police agencies to the Accredited Agency named in Section 3 above, in accordance with the laws of the Commonwealth; and
 - (iv) where applicable, the Accredited Agency 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 CrimTrac Agency, 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 Agency 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 CrimTrac Agency provides to the Accredited Agency named in Section 3 above, on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Ensure the applicant has printed their name here

Applicant's Signature _____ Date

Ensure the applicant has signed and dated here

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

If the applicant is under 18, ensure the parent/guardian has signed and dated here



Important Compliance Requirements

- 1. Ensure that you have completed consent form that has been signed and dated by the applicant before a portal lodgment is commenced***
- 2. Ensure that 100 points of ID has been appropriately witnessed and signed off by the authorised officer/ personnel before a portal lodgment is commenced***
- 3. Ensure that there is a specific reason for check and purpose contained on the application form before a portal lodgment is commenced.***
- 4. Ensure that this application form is stored in secure files or a secure electronic storage solution in its entirety.***

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Important FAQs

Can I use the old forms?

No. The new consent form supersedes the old one and your organisation must cease using old forms.

Can I modify the new informed consent forms?

No. The new consent forms are an official CRIMTRAC document that needs to remain in its original form.

Can I lodge the application online first, then get the applicant to complete the hard copy form?

No. The consent form is required to be completed first in its entirety prior to commencing an online portal lodgment.

If you need any assistance please contact us on 1800 080 095