

SECTION 5: INSTRUCTIONS FOR COMPLETING THIS FORM

PLEASE ENSURE THAT YOU:

- Write in ink and use BLOCK LETTERS
- Complete all sections on the front of the form
- If applicable to you, have an authorised officer complete Section 7: Declaration of Volunteer Status at the bottom of this page
- Sign and date the form, and have your signature witnessed
- Do not alter or delete the wording on the form in any way.

YOU MUST ATTACH THE FOLLOWING DOCUMENTS TO THIS FORM:

1) EVIDENCE OF IDENTITY

Tasmania Police requires applicants requesting both Tasmania Police History Record Checks and National Police History Record Checks to provide evidence of identity. No Police History Record Check will be released without evidence of identity being provided. Please provide **COPIES ONLY** of the required documentation. Original documents will not be accepted. **Please attach a copy of any three (3) of the following documents to your application:**

Passport	Driver licence	Change of Name Certificate or Marriage Certificate	Utility account—Electricity, gas or telephone
Citizenship Certificate	Firearms Licence	Pensioner health or concession card	Private health fund card / Medicare card
Birth Certificate	Service Tasmania Proof of age card	Membership card for union or professional body	Security guard / crowd controller licence
Tertiary student ID card	Rates Notice	Employee Identification card with photograph	Immigration documents (Visa)

2) FEES

National Police History Record Check: A check will be made of the records held by all Australian police jurisdictions. A National Police Certificate will be provided - \$45.00

National Police History Record and Fingerprint Check: A check will be made of the police and fingerprint records held by all Australian police jurisdictions. A National Police Certificate will be provided - \$120.00

Tasmania Police History Record Check: A check will be made only of the records held by Tasmania Police. One copy of your Tasmania Police History Record can be provided free of charge every twelve (12) months. Note: If you then request further copies of your Tasmania Police History Record in that period, there is a fee of \$20.00. If you have received Tasmania Police History Record Checks in the previous twelve (12) months and have not included the required fee your application will be returned advising that no Tasmania Police History Record Check will be conducted until the required fee is forwarded.

Volunteers: Individuals seeking employment with organisations with prior authorisation from Tasmania Police, may be eligible to receive a National Police History Record Check at a reduced fee of \$5.00. Please contact the organisation concerned to determine whether you are eligible to receive this discounted rate.

PAYMENT METHODS :

CHEQUE OR MONEY ORDER - Please attach your cheque or money order to this form. Cheques should be made payable to the "Department of Police"

CREDIT CARD – Payment can also be made by completing the following credit card authorisation:

Card No.

Name of Cardholder Expiry Date...../.....

Signature VISA Master

SECTION 6: WHAT WILL MY POLICE HISTORY SHOW?

ANNULLED RECORD: Tasmania Police restricts the release of minor convictions in accordance with the *Annulled Convictions Act 2003*. In most instances Tasmania Police will not release details of a conviction if you were an adult (18 years old) when you committed the offence and a ten year period of good behaviour has elapsed, or if you were a youth (under 18 years old) when you committed the offence and a five year period of good behaviour has elapsed. However, previous convictions will be released if a term of imprisonment of more than six months was imposed, or if the conviction was for a serious or sexual offence. Records that are obtained from other police jurisdictions may have legislation governing the release of criminal records within that police service applied before the record is released. Please contact individual police jurisdictions directly if you require further information regarding their release policy and jurisdictional legislation. Within Tasmania traffic offences including Traffic Infringement Notices form part of Police History Records, and will be released in accordance with relevant legislation or based on the type of check being requested.

SCHEDULE 1 – ANNULLED CONVICTIONS ACT 2003: Some occupations and licences are exempt from the application of the *Annulled Convictions Act 2003*, meaning that no prior convictions including those of a minor nature will be annulled from an applicants' Police History Record. Due to the importance and responsibility in obtaining such positions or licences, legislation ensures that all prior convictions are released. Please refer to the attached *Schedule 1 – Annulled Convictions Act 2003* to identify those positions or licences exempt from the Act.

FULL RECORD: If you require the release of your Tasmania Police History Record or National Police History Record for your **PERSONAL INFORMATION ONLY**, in accordance with the *Records of Offences (Access) Act 1981*, restrictions do not apply and you will be provided with details of all previous offences including all court outcomes, cautions, and infringements. Legislation may govern the release of records provided from other police jurisdictions. Due to the nature of information that may be released, Tasmania Police will return these records to your residential or postal address only.

SECTION 7: DECLARATION OF VOLUNTEER STATUS

This section is to only be completed by organisations that have been authorised by Tasmania Police and are eligible for a reduction in fees. I declare that the applicant named on this form will be undertaking voluntary work for this organisation and they will receive no payment for their services.

Name of organisation:

Date: / / Signature of Authorised Officer: Printed name of Authorised Officer:

MAIL THIS FORM AND ALL ATTACHMENTS TO:

**CRIMINAL HISTORY SERVICES
OPERATIONS SUPPORT
TASMANIA POLICE
GPO BOX 308
HOBART TAS 7001**

**If you require assistance in completing this form please contact:
CRIMINAL HISTORY SERVICES
during business hours on 6230 2928 or 6230 2929**

ANNULLED CONVICTIONS ACT 2003

SCHEDULE 1 - NON-EXEMPT APPLICATIONS

PART 1 - JUDICIAL AND LEGAL

1. Judge, master, magistrate, registrar, administrator or sheriff of a Commonwealth or State court.
2. Solicitor-General for the Commonwealth or a State.
3. Director of Public Prosecutions for the Commonwealth or a State.
4. A position in a Government Department or Agency of the Commonwealth or a State, the primary duties of which position includes the prosecution of offences or assisting with the prosecution of offences.
5. Justices of the Peace for Tasmania.
6. Admission as a legal practitioner under Part 5 of the *Legal Profession Act 1993*.

PART 2 - ENFORCEMENT

1. Member of the Australian Federal Police, Tasmania Police or the police force or service of another State.
2. Member or employee of the Australian Crime Commission established by section 7 of the *Australian Crime Commission Act 2002* of the Commonwealth.
3. Member or employee of the CrimTrac Agency established on 1 July 2000 as an Executive Agency by the Governor-General of the Commonwealth under section 65 of the *Public Service Act 1999* of the Commonwealth.
4. Officer of the Australian Customs Service established by section 4 of the *Customs Administration Act 1985* of the Commonwealth.
5. Appointment as an authorised officer within the meaning of the *Traffic Act 1925*.

PART 3 - PRISONS AND PAROLE

1. Director of Corrective Services or an equivalent office in another State.
2. Corrections or probation officer or an equivalent office in another State.
3. Member of the Parole Board or member of an equivalent entity in another State.

PART 4 - YOUTH JUSTICE

1. Youth justice worker within the meaning of the *Youth Justice Act 1997*.
2. State Service employment in so far as the person employed performs duties relating to the administration of the *Youth Justice Act 1997*.
3. Engagement under a contract for service to perform duties relating to the administration of the *Youth Justice Act 1997*.

PART 5 – RACING AND GAMING

1. Member of the Tasmanian Gaming Commission established by section 123 of the *Gaming Control Act 1993*.
2. Licence, of any kind, under the *Gaming Control Act 1993*.
3. Registration as a bookmaker or bookmaker's clerk under the *Racing Regulation Act 1952*.
4. Appointment as a stipendiary steward under the *Racing Regulation Act 1952*.

Continued

PART 6 - EDUCATIONAL AND CHILD-RELATED

1. Teacher, teacher’s aide or a member of the non-teaching staff of a kindergarten, school, college or other place of primary or secondary education, whether in this State or elsewhere in the Commonwealth.
2. Licence or registration under the Child Care Act 2001.
3. Provider, in any capacity, of child-care or child-minding facilities elsewhere in the Commonwealth.
4. Adoptive or foster parent, whether in this State or elsewhere in the Commonwealth.
5. Member of a safety house scheme organised by the Safety House Association of Tasmania.
6. School-crossing patrol officer.
7. Authorised officer within the meaning of the Children, Young Persons and Their Families Act 1997.
8. State Service employment in so far as the person employed performs duties relating to the administration of the Children, Young Persons and Their Families Act 1997.
9. Engagement under a contract for service to perform duties relating to the administration of the Children, Young Persons and Their Families Act 1997.
10. Volunteer positions with Scouts Australia which have direct contact with youth members.

PART 7 - DRUGS AND POISONS

1. Member of the Tasmanian Poppy Advisory and Control Board.
2. State Service employment in so far as the person employed assists, or performs duties relating to, the Tasmanian Poppy Advisory and Control Board.
3. Engagement under a contract for service to perform work for or on behalf of the Tasmanian Poppy Advisory and Control Board.
4. Appointment as an analyst for the purpose of the Poisons Act 1971.
5. Licence of any kind or category under the Poisons Act 1971.
6. Employment or engagement under a contract of service, by the holder of a grower’s or manufacturer’s licence under Part V of the Poisons Act 1971.

PART 8 - OTHER

1. Auditor-General or Deputy Auditor-General for Tasmania or a member of the Tasmanian Audit Department.
2. Member of the Tasmanian Fire Service or of a fire-fighting service of another State.
3. Licence, of any kind or category, under the Firearms Act 1996.
4. Driver licence or ancillary certificate under the Vehicle and Traffic Act 1999.
5. Licence of any kind under the Security and Investigations Agents Act 2002

PERSONAL PRIVACY STATEMENT

Personal information will be collected from you for the purpose of completing the Police History Record check requested and will be used by the Department of Police and Emergency Management for managing the request.

Failure to provide this information may result in your application not being able to be processed or the service not being able to be provided.

Your personal information will be used for the primary purpose for which it is collected, and may be disclosed to other law enforcement agencies. Your basic personal information may be disclosed to other public sector bodies where necessary for the efficient storage and use of the information.

Personal information will be managed in accordance with the *Personal Information Protection Act 2004* and may be accessed by the individual to whom it relates on request to the Department of Police and Emergency Management. You may be charged a fee for this service.

OFFICE USE ONLY	
Processed by: _____	Date: ____ / ____ / ____

CrimTrac Ref: _____	FINGERPRINTS CHECKED	NOT RECORDED
RECORDED IN:	TAS AFP NSW NT QLD SA	VIC WA