



CONSENT TO CHECK AND RELEASE A NATIONAL POLICE CERTIFICATE

National Police Record Check:

A check will be made of the police records held in Australian police jurisdictions. - \$45.00

National Police Record and Fingerprint Check:

A check will be made of the police and fingerprint records held by all Australian police jurisdictions. - \$120.00

Tasmania Police Record Check:

A check will be made only of the records held by Tasmania Police. This type is NOT recommended for employment purposes.

INSTRUCTIONS FOR COMPLETING APPLICATION FORM:

- Form must be completed by applicant.
- Please use **BLOCK LETTERS** and complete in blue or black ink only.
- Complete **all relevant sections** on page 2 and 3 of the form.
- **Sign and date** the form and have your **signature witnessed**.
- You must copy and attach the required **three (3) copies of proof of identity**.
- You must include all **relevant payment details**.
- **Volunteers:** Individuals seeking placement with organisations with prior authorisation from Tasmania Police, may be eligible to receive a National Police Certificate at a concession rate.
 - Please contact the organisation concerned to determine whether you are eligible to receive this concession rate.
 - If applicable, have an authorised officer from the organisation complete the declaration of Volunteers Status on page 3.

INCOMPLETE FORMS WILL BE RETURNED TO APPLICANT

BEFORE SUBMITTING YOUR FORM:

- Have you selected a box in sections 2 and 3?
- Have you attached required ID? (see pg 3)
- Have you included payment details if required?
- Have you completed section 7?

RETURN FORM AND ATTACHMENTS TO:

CRIMINAL HISTORY SERVICES
TASMANIA POLICE
GPO BOX 308
HOBART TAS 7001

Email: criminalhistoryservices@police.tas.gov.au
Fax: 03 6230 2927

If you require assistance to complete this form contact:

CRIMINAL HISTORY SERVICES
during business hours on 6230 2928 or 6230 2929

SECTION 1: APPLICANT INFORMATION

Family Name:

First Given Name: **Other Given Names:**

All previous or alternative names:

Previous Family Name(s):

Previous Given Name(s):

Date of Birth: / / **Gender:** Male: Female:

Place of Birth: Suburb / Town: State: Country:

Current Residential Address:

Unit / Street Number / Street:

Suburb / Town: State: Postcode:

Postal Address: If you want your certificate delivered to a postal address or third party organisation, please provide the details below

For Attention of / Organisation Name:

PO Box / Organisation Street Address:

Suburb / Town: State: Postcode:

Drivers Licence No. and Issuing State: **Business Hours Telephone No.:**

SECTION 2: TYPE OF POLICE RECORD CHECK REQUIRED / FEES - (Tick appropriate box)

National Police Record Check	\$45.00	<input type="checkbox"/>
National Police Record and Fingerprint Check <small>Applicant must attend their local Police Station to have their fingerprints taken.</small>	\$120.00	<input type="checkbox"/>
Tasmania Police Record Check <small>This type is NOT recommended for employment purposes.</small>	<small>Legislation permits individuals to 1 copy of their Tasmania Police Record every 12 months, free of charge.</small>	<input type="checkbox"/>

SECTION 3: PURPOSE OF RECORD CHECK - (Please tick one box in one option)**Option 1 - Schedule 1 record - (See Section 8)**

<input type="checkbox"/> - CHILD CARE / ADOPTION	<input type="checkbox"/> - CHILD RELATED HEALTH	<input type="checkbox"/> - EDUCATION STAFF
<input type="checkbox"/> - SCOUT VOLUNTEER	<input type="checkbox"/> - BOOKMAKER	<input type="checkbox"/> - GAMING LICENCE
<input type="checkbox"/> - LIQUOR LICENCE	<input type="checkbox"/> - STIPENDIARY STEWARD	<input type="checkbox"/> - PUBLIC VEHICLE LICENCE
<input type="checkbox"/> - POPPY INDUSTRY	<input type="checkbox"/> - SECURITY AGENT	<input type="checkbox"/> - LEGAL / JUDICIAL APPOINTMENT
<input type="checkbox"/> - AUTHORISED OFFICER (TRAFFIC ACT 1925)	<input type="checkbox"/> - EMERGENCY SERVICES (please specify): <input type="text"/>	

Option 2 - Annulled record - (See Section 8)

<input type="checkbox"/> - AGED CARE	<input type="checkbox"/> - OTHER HEALTH	<input type="checkbox"/> - OTHER RACING INDUSTRY
<input type="checkbox"/> - CHURCH GROUP	<input type="checkbox"/> - RENTAL / HOUSING	<input type="checkbox"/> - STUDENT
<input type="checkbox"/> - VISA	<input type="checkbox"/> - GENERAL EMPLOYMENT	
<input type="checkbox"/> - OTHER EMPLOYMENT, INDUSTRY or PURPOSE (please specify): <input type="text"/>		

Option 3 -Full record under RECORD OF OFFENCES (ACCESS) ACT 1981

For **Personal Use Only** or **Court Purposes** a Tasmania Police Record Check ONLY will be provided. A check of this type is NOT recommended for employment purposes.

- FULL RECORD REQUIRED (PERSONAL USE ONLY) - COURT (Restricted Licence)

OFFICE USE ONLY

NSS Number: **Receipt Number:** **Amount: \$** **ID Verified (initial):**

SECTION 4: EVIDENCE OF IDENTITY - (copies must be attached to your application)

Tasmania Police requires applicants requesting both Tasmania Police Record Checks and National Police Record Checks to provide evidence of identity. No police record 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:**

ACCEPTABLE FORMS OF IDENTITY

- Passport
- Marriage Certificate
- Tertiary Student ID Card
- Private Health Fund Card / Medicare Card
- Utility Account-Electricity, Gas or Telephone
- Driver Licence
- Citizenship Certificate
- Firearms Licence
- Pensioner Health or Concession Card
- Membership Card for Union or Professional Body
- Birth Certificate
- Immigration Documents (Visa)
- Service Tasmania Proof of Age Card
- Security Guard / Crowd Controller Licence
- Rates Notice

SECTION 5: PAYMENT OPTIONS / FEES

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

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

Tasmania Police Record Check: A check will be made only of the records held by Tasmania Police. One copy of your Tasmania Police Record can be provided free of charge every twelve (12) months.

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:

RECEIPTS: - Receipts for payments will only be provided upon prior request. Please tick the box if you require a receipt:

Card No.

Name of Cardholder Expiry Date

Signature VISA Master Card

SECTION 6: DECLARATION OF VOLUNTEER / CONCESSION STATUS

This section is to only be completed by organisations that have been authorised by Tasmania Police and are eligible for the concession rate for a National Police Record Check. Information on how to register for access to this rate can be found overleaf.

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:

SECTION 7: STATEMENT OF CONSENT AND INDEMNITY

I hereby consent to a check of the records of Tasmania Police or other Australian police jurisdictions as requested above, and to the release of police records recorded against my name. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.

Signature of Applicant: Signature of Witness:

Printed Name of Applicant: Printed Name of Witness:

Date: / / Date: / /

OFFICE USE ONLY
NSS Number: _____ Receipt Number: _____ Amount: \$ _____ ID Verified (initial): _____

SECTION 8: OTHER INFORMATION

WHAT WILL MY RECORD SHOW?

ANNULLED RECORD:

The *Annulled Convictions Act 2003* governs what will appear in the record that is released by Tasmania Police. Generally a conviction (or finding of guilt) will not be disclosed 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. The conviction would be annulled and therefore you are not required to disclose it to anyone. The conviction will be disclosed on your record however if the court sentenced you to a term of imprisonment of more than six months in relation to the offence, or if the conviction related to a sexual offence.

Records that are obtained from other police jurisdictions may have legislation governing the release of criminal records that is 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 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:

If you have ticked a box in 'Option 1' of Section 3, all prior convictions (or findings of guilt), including those of a minor nature, will appear in your police record. The *Annulled Convictions Act 2003* provides that you are required to disclose all convictions, including any annulled convictions, if you are applying for a job or licence which is referred to in Schedule 1 of the Act,

FULL RECORD:

If you require the release of your Tasmania Police Record for your PERSONAL INFORMATION ONLY or FOR COURT PURPOSES, in accordance with the *Records of Offences (Access) Act 1981*, you will be provided with details of all previous offences including all court outcomes, cautions, and infringements. Due to the nature of information that may be released, Tasmania Police will return these records to your residential or postal address only.

VOLUNTEER / CONCESSION STATUS

Organisations that use the services of volunteers and meet certain criteria may be eligible to register for their volunteers to access the National Police Record Check at a concession rate of \$5.00.

Once the Application to access the concession rate has been received, Tasmania Police will advise the organisation in writing if they are approved to access the concession rate. Organisations cannot receive this rate without specific authorisation from Tasmania Police. Requests for National Police Record Checks for volunteers should not be forwarded to Tasmania Police until the organisation is advised of the outcome of the application.

Further information on registering with Tasmania Police can be obtained by contacting Criminal History Services on 6230 2928 or 6230 2929 or visiting the website on <http://www.police.tas.gov.au/permits/criminal-history>.

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 processed or the service not being 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.

CONTACT DETAILS

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

Telephone during business hours: **03 6230 2928** or **03 6230 2929**

Email: **criminalhistoryservices@police.tas.gov.au**

Website: **www.police.tas.gov.au/permits/criminal-history**