



CONSENT TO CHECK AND RELEASE A NATIONAL POLICE CERTIFICATE

***Please Note: This is NOT an application for registration to Work with Vulnerable people.**

NATIONAL POLICE RECORD CHECK - \$70.00

A check will be made of the police records held in all Australian police jurisdictions.

A National Police Certificate will contain all disclosable prior convictions in accordance with the *Annulled Convictions Act 2003* (Tas). For most employment purposes some convictions may be annulled subject to a period of good behaviour.

If you are seeking employment or one of the privileges set out in Schedule 1 of the *Annulled Convictions Act 2003* (Tas), then all convictions and findings of guilt will appear on your National Police Certificate.

VOLUNTEER POLICE RECORD CHECK - \$7.00

Individuals seeking to undertake volunteer work with previously authorised organisations, may be eligible to receive a National Police Certificate at a concession rate. If **eligible** an authorised officer from the Volunteer organisation **MUST** complete the declaration of Volunteer Status in Section 5.

Further information for organisations about registering with Tasmania Police and eligibility can be obtained by contacting Criminal History Services, Department of Police, Fire and Emergency Management direct via email criminal.history.services@police.tas.gov.au.

NATIONAL POLICE RECORD AND FINGERPRINT CHECK

If you require a check to be made against police and fingerprint records held by all Australian police jurisdictions please contact Criminal History Services, Department of Police, Fire and Emergency Management direct.

PLEASE SEE INSTRUCTIONS/ADVICE FOR COMPLETING APPLICATION FORM ON NEXT PAGE

TAKE COMPLETED FORM AND IDENTIFICATION TO:

Any **Service Tasmania Service Centre**

If you require assistance to complete this form contact:

Service Tasmania

during business hours on 1300 13 55 13

INSTRUCTIONS/ADVICE FOR COMPLETING APPLICATION FORM

Please use **BLOCK LETTERS** and complete in blue or black pen only.
Submit completed form to any **Service Tasmania Service Centre** along with your identification (as per section 3) for payment.

SECTION 1: APPLICANT INFORMATION

All fields are mandatory – If postal address is same as residential address, place ‘as above’ in **Postal Address** field. If not in receipt of a drivers licence please place N/A in this field.

SECTION 2: TYPE OF POLICE RECORD CHECK REQUIRED / FEES

Please tick one box only.

SECTION 3: PURPOSE OF RECORD CHECK

It is mandatory to select one tick box only.

This section deals with the reason for the Police Record Check and will determine the level of information that is released. Information on a National Police Check is released in accordance with the *Annulled Convictions Act 2003*. Please select the option most appropriate for your requirements.

Option 1 – Schedule 1

Some occupations, appointments or licences are exempt from the application of the *Annulled Convictions Act 2003*, meaning all prior convictions and findings of guilt (including those of a minor nature) will appear on an applicant’s police record. This type of Police Record Check is referred to as a Schedule 1 record.

Option 2 – Annulled record

If a check purpose is selected for which an Annulled Record is applicable, Tasmania Police will not disclose details of a minor conviction if:

- The individual was an adult (18 years old) when the conviction was recorded and ten years of good behaviour have passed, or
- The individual was a youth (under 18 years old) when the conviction was recorded, and five years of good behaviour have passed.

If an individual is found guilty of an offence punishable by a term of imprisonment during the required period of good behaviour, then the required period recommences from the date this new outcome was recorded.

Some convictions cannot be annulled and will be disclosed under all circumstances. These include offences for which a term of imprisonment of more than six months was imposed, or if the conviction was for a sexual offence.

SECTION 4: EVIDENCE OF IDENTITY

Applicants must provide originals of **ONE Commencement Document, ONE Primary Document and ONE Secondary Document**: The documentation 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 can be accepted in addition to the three required documents.

See **Section 4** for types of documents accepted.

SECTION 5: DECLARATION OF VOLUNTEER/ CONCESSION STATUS

Applicants seeking to undertake volunteer work with a previously authorised organisation must have their form counter-signed and the unique identifier (UID) recorded by an authorised representative of the organisation in section 5.

SECTION 6: STATEMENT OF CONSENT AND INDEMNITY

This section is to be signed in front of the Service Tasmania Customer Service Officer.

Service Tasmania Office Use Only
 Section 1 Complete One box ticked in Section 3 Identification Sighted (photo if applicable) Fee Collected

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: Other:

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.:**

Do you intend to use the results of this National Police Certificate for work outside of Tas? If Yes, which State:

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

National Police Record Check **\$70.00** Code 135

Volunteer National Police Record Check **\$7.00** Code 136

SECTION 3: PURPOSE OF RECORD CHECK - (Please tick one box in one option)

Option 1 - Schedule 1

<input type="checkbox"/> - CHILD CARE	<input type="checkbox"/> - CHILD RELATED HEALTH	<input type="checkbox"/> - ANY CHILD RELATED ACTIVITY <small>(THIS IS NOT A WWC CHECK)</small>
<input type="checkbox"/> - ADOPTION / FOSTER PARENT	<input type="checkbox"/> - JUSTICE OF THE PEACE	<input type="checkbox"/> - YOUTH JUSTICE
<input type="checkbox"/> - SCOUT / GUIDE VOLUNTEER	<input type="checkbox"/> - BOOKMAKER	<input type="checkbox"/> - GAMING LICENCE
<input type="checkbox"/> - LIQUOR LICENCE	<input type="checkbox"/> - STIPENDIARY STEWARD	<input type="checkbox"/> - DRIVER / PUBLIC PASSENGER LICENCE
<input type="checkbox"/> - LEGAL / JUDICIAL APPOINTMENT	<input type="checkbox"/> - SECURITY / CROWD CONTROL	<input type="checkbox"/> - POPPY ADVISORY & CONTROL BOARD
<input type="checkbox"/> - FIREARMS LICENCE	<input type="checkbox"/> - PRISONS / CORRECTIVE SERVICES	<input type="checkbox"/> - SCHOOL-CROSSING PATROL OFFICER
<input type="checkbox"/> - FIRE SERVICE	<input type="checkbox"/> - POLICE / LAW ENFORCEMENT	<input type="checkbox"/> - POISONS ACT 1971

Option 2 - Annulled record

<input type="checkbox"/> - GENERAL EMPLOYMENT	<input type="checkbox"/> - OVERSEAS VISA <small>(Supply to a Country other than Australia)</small>	<input type="checkbox"/> - OTHER RACING INDUSTRY
<input type="checkbox"/> - AGED CARE	<input type="checkbox"/> - OTHER HEALTH	<input type="checkbox"/> - STUDENT
<input type="checkbox"/> - CHURCH GROUP	<input type="checkbox"/> - RENTAL / HOUSING	<input type="checkbox"/> - ADULT DISABLED CARE
<input type="checkbox"/> - DEFENCE SERVICES		
<input type="checkbox"/> - OTHER EMPLOYMENT, INDUSTRY or PURPOSE (please specify):	<input type="text"/>	

SECTION 4: EVIDENCE OF IDENTITY

Applicants for a National Police Check must provide **ONE Commencement Document, ONE Primary Document and ONE Secondary Document**. The documentation must include evidence of your full legal name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport style photograph can be accepted in addition to the three required documents.

Evidence of Identity Documents	Sighted
Commencement Documents	
Current Australian Passport	
Full Australian Birth Certificate	
Australian Citizenship Certificate	
Valid Australian Visa / ImmiCard	
Current Overseas Passport	
Primary Documents	
Current Australian Passport	
Current Driver's Licence	
Working With Children Card	
Current Overseas Passport	
Service Tasmania Personal Information Card	
Marriage Certificate (BDM Issue only)	
Current Firearms Licence	
Legal Name Change / Deed Poll Certificate	
* For persons under 18 years of age with nil of the above Primary Documents, a current student identification card with a signature or photo will be accepted	
Secondary Documents	
Security Agent / Crowd Controller Licence	
Current Firearms Licence	
Professional Board Registration Certificate / Trade Certificate	
Current Tertiary student ID Card	
Centrelink / Pensioner Health or Concession Card	
Bank / Financial Institution Card	
Medicare Card / Private Health Fund	
Rates Notice	
Utility account	
Employment Records / Employer Reference (confirming name & address)	

SECTION 5: DECLARATION OF VOLUNTEER / CONCESSION STATUS

I declare that the applicant named in Section 1 of this form will be undertaking volunteer work for this organisation described hereunder and they will receive no payment for their services.

Name of Organisation: Unique Identifier (UID):

Role of Volunteer / Applicant:

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

SECTION 6: STATEMENT OF CONSENT AND INDEMNITY

Please Sign and Date in front of the Service Tasmania Customer Service Officer

I certify that I am the applicant named on this form and that all details herein provided by me are true and correct. I consent to a check of the records of Tasmania Police and other Australian police jurisdictions, and to the release of information recorded against my name for the purposes of managing my request for a Police Certificate. I understand that Tasmania Police will maintain the privacy of my information and manage it in accordance with the *Personal Information Protection Act 2004*. I hereby indemnify the ACIC, the State of Tasmania, each of the Australian State/Territory Police services and their employees, members, servants and agents against all actions, suits, proceedings, causes of action, costs, claims and demands which may be brought or made against it or them arising out of, or in any way connected with the release of information recorded against my name or purporting to concern me.

Signature of Applicant :

Printed Name of Applicant :

Date: / /

