



CONSENT TO CHECK AND RELEASE A NATIONAL POLICE CERTIFICATE

National Police Record Check – \$45.00

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*, then all convictions and findings of guilt will appear on your National Police Certificate.

National Police Record and Fingerprint Check – \$120.00

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

Applicants must attend their local Police Station to have their fingerprints taken. A copy of your prints will be attached to and released with your National Police Certificate.

INSTRUCTIONS FOR COMPLETING APPLICATION FORM:

- Please use **BLOCK LETTERS** and complete in blue or black ink only.
- **Sign and date** the form and have your **signature witnessed**.
- You must copy and attach the required **100 points of certified identity**.
- You must include **payment details**.
- **Volunteers:** Individuals seeking to undertake volunteer work with previously authorised organisations, 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 THE APPLICANT

BEFORE SUBMITTING YOUR FORM:

- Have you selected a box in sections 2 and 3?
- Have you attached and had certified the required ID? (see section 6)
- Have you included payment details?
- Have you provided your signature of consent and had it witnessed?

RETURN FORM AND ATTACHMENTS TO:

CRIMINAL HISTORY SERVICES
TASMANIA POLICE
GPO BOX 308
HOBART TAS 7001

Email: criminalhistoryservices@police.tas.gov.au

If you require assistance to complete this form contact:

CRIMINAL HISTORY SERVICES
during business hours on 6173 2928 or 6173 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***

National Police Record and Fingerprint Check **\$120.00**
Applicant must attend their local Police Station to have their fingerprints taken.

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

Option 1 - Employment/Privilege under Schedule 1

<input type="checkbox"/> - CHILD CARE	<input type="checkbox"/> - CHILD RELATED HEALTH	<input type="checkbox"/> - TEACHING / NON TEACHING EDUCATION STAFF
<input type="checkbox"/> - ADOPTION / FOSTER PARENT	<input type="checkbox"/> - JUSTICE OF THE PEACE	<input type="checkbox"/> - YOUTH JUSTICE
<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"/> - 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"/> - AUTHORISED OFFICER (TRAFFIC ACT 1925)
<input type="checkbox"/> - POISONS ACT 1971		

Option 2 - Annulled record - Prior convictions only

<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"/> - ADULT DISABLED CARE
<input type="checkbox"/> - OTHER EMPLOYMENT, INDUSTRY or PURPOSE (please specify): <input style="width: 100%;" type="text"/>		

SECTION 4: 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

Please note that the above fees are exempt from GST.

PAYMENT METHODS

CHEQUE OR MONEY ORDER - Please attach your cheque or money order to this form made payable to "Tasmania 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 Card

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

Send receipt to: _____

SECTION 5: DECLARATION OF VOLUNTEER / CONCESSION STATUS

*Applicants requiring a National Police Check in order to undertake volunteer work with an organisation registered with Tasmania Police may be eligible to access the concession rate of \$5.00. Further information for organisations about registering with Tasmania Police and eligibility can be obtained by contacting Criminal History Services on 6173 2928 or 6173 2929 or visiting the website on <http://www.police.tas.gov.au/services-online/police-history-record-checks/>

In order to access the concession eligible applicants must arrange for an authorised officer from your organisation to complete the following declaration.

Declaration:

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:

Role of Volunteer / Applicant:

Date: / /

Signature of Authorised Officer:

Printed name of Authorised Officer:

SECTION 6: EVIDENCE OF IDENTITY - 100 point checklist

Applicants for a National Police Check must provide a minimum of 100 points of identity. **This must include at least ONE photo ID document from Category A.** No Certificate will be issued without evidence of identity being provided. **All identity documents must be CERTIFIED COPIES ONLY** of the required documentation and must be attached to your application. **ID copies need to be certified by a Justice of the Peace or a Commissioner for Declarations.**

Evidence of Identity Documents		Points	Attached
Category A			
Current Australian Passport	Photo	70	
Security Agent / Crowd Controller Licence	Photo	70	
Current Driver's Licence	Photo	40	
Current Overseas Passport	Photo	40	
Current Firearms Licence	Photo	40	
Service Tasmania Personal Information Card	Photo	40	
Current Tertiary Student ID Card	Photo	20	
Working with Children Card	Photo	40	
Category B			
Full Birth Certificate		70	
Citizenship Certificate		70	
Immigration Documents (Visa)		70	
Marriage Certificate (BDM issue only)		40	
Legal Name Change / Deed Poll Certificate		40	
Professional Board Registration Certificate / Trade Certificate		40	
Centrelink / Pensioner Health or Concession Card		40	
Bank / Financial Institution Card		40	
Tenancy Agreement or Lease		20	
Medicare Card / Private Health Fund		20	
Rates Notice		20	
Utility Account		20	
Employment Records / Employer Reference (confirming name & address)		10	
TOTAL POINTS PROVIDED (minimum 100)			

SECTION 7: STATEMENT OF CONSENT AND INDEMNITY

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 CrimTrac Agency, 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: Signature of Witness: Printed Name of Applicant: Printed Name of Witness:

Date: / /

Date: / /

CONTACT DETAILS

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

Telephone during business hours: **03 6173 2928** or **03 6173 2929**

Email: criminalhistoryservices@police.tas.gov.au

Website: <http://police.tas.gov.au/services-online/police-history-record-checks/>