

### Application Completion Guide

## BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY

### Section 1: Purpose of NPC

Applicants must choose **one purpose only** from the following list. Identify the relevant code and insert in the appropriate box on page 1 of the NPC form.

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released ( <i>Spent Convictions Act 2000</i> )
9	Security Guards	All offences
10	Aged Care provider/worker	All offences
11	Brothel or Escort Agency Owner/Operator/Interested party	All offences
12	Child Care provider/worker	All offences
13	Disabled Care provider/worker or Hospital Employment	All offences
14	Explosives/fireworks permit (where an ASIO check is required)	Unspent offences
15	Fire fighting/prevention	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/permit	All offences
17	Interactive Gambling Licence/Casino Employee	All offences
18	Judge/Magistrate/Justice of the Peace/ Police Officer/Prison Officer	All offences
19	Child/Aged/Disabled Care provider/worker	All offences
20	Working in a School	All offences
21	Teacher/teacher's aide	All offences
30	Pre-employment/standard disclosure	Unspent offences

	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released ( <i>Part VIIC Crimes Act 1914</i> )
22	Aged Care staff/volunteers	Unspent offences and offences against the person
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission (ASIC) employee/consultant	All offences
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
26	AUSTRAC employee/consultant	All offences
27	Care of intellectually disabled persons	Unspent offences and offences against the person
28	Care, instruction or supervision of children	Unspent offences a) a sexual offence; or (b) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
29	CASA ASSC	Unspent offences
30	Commonwealth department employee	Unspent offences
31	Employee with access to secret or top secret information	All offences
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence
33	Immigration/Citizenship ** <b>Please note that fingerprints are not required by the Department of Immigration and Citizenship (DIAC) unless you are otherwise advised by them</b>	All offences
34	Law enforcement/Intelligence or Security agency employee/consultant ( <b>NB NOT private Security Guards</b> )	All offences
35	Overseas employment/visa	Unspent offences
36	Superannuation Trustee/Custodian/Investment manager or Responsible officer of a body corporate that is a trustee, investment manager or custodian of a superannuation entity	Unspent offences and offences in respect of dishonest conduct
37	Care, instruction or supervision of children/ Care of intellectually disabled persons/ Aged Care staff/volunteers	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
	<b>Other</b>	
30	Pre-employment/standard disclosure	Unspent offences

## **Section 2: Applicant details**

Please ensure ALL applicant details are provided including all current and previous names, telephone contact numbers, drivers licence details etc.

If there is insufficient room, please attach a separate sheet, ensuring that it is signed and dated.

## **Section 3: Employer/Organisation details**

This section relates to AFP account holders only and should not be used unless previously advised.

## **Section 4: Mailing Address of Police Certificate**

The National Police Certificate will be mailed to the organisation listed at Section 3.

**Section 5: Fingerprint Checks** are only required where there is a legislative requirement for such a check to be conducted. The employer or organisation requiring the NPC will advise you if this is necessary.

**These fingerprints must be included at the time of submission.**

An additional cost and processing time is associated with this service. Details are available on the AFP website or use the link – <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

Fingerprints can be taken by your local police jurisdiction or the AFP. Where fingerprints are taken by the AFP and the AFP charges for this service a receipt must be obtained and supplied to Criminal Records with this application.

## **Section 6: Consent**

This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting a NPC on their son/daughter/ward.

## **Spent Convictions Legislation**

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table above – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the *ACT Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

## **Provision of False or Misleading Information**

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

## **Disputed Record Enquiries**

If you believe the information provided on your police certificate is incorrect or inaccurate a Disputed Record form (CR 1200) is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

**The Privacy Commissioner** is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992. The following requirements must be met when submitting an AFP National Police Check (NPC).

## **Account Customer - Completion Check List**

Failure to meet the required standards will result in the form being returned for amendment.

- **Ensure Section 1 Purpose of NPC has been completed**
- **Acceptable identification totalling 100 points must accompany the application unless you have been otherwise advised. Do not send original documents.**
- **Guide to identity documents is at page 5**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- If completing by hand use **BLOCK LETTERS** and **black ink.**
- Mark the appropriate check boxes with a cross (X).
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide to the AFP. Please retain this for your reference.

# PROOF OF IDENTITY

A minimum of 100 points of identification has to be provided with the application.

<p><b>You must supply at least ONE Primary document</b> Foreign documents must be accompanied by an official translation</p>	<p><b>Required on document</b> N = Name, P = photo A = Address, S = Signature</p>	<p><b>Points Worth</b></p>
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<b>Primary Documents</b>		
Foreign Passport (current)	N – P	70
Australian Passport (current or expired last 2 years but not cancelled)	N – P	70
Australian Citizenship Certificate	N	70
Full Birth certificate (not extract)	N	70
Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	N	70
Australian Driver Licence/Learner's Permit	N – A – P	40
Current (Australian) Tertiary Student Identification Card	N – P	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	N – P	40
Government employee ID (Australian Federal/State/Territory)	N – P	40
Defence Force Identity Card (w/photo or signature)	N – P	40
Working With Children Check card	N	40

<b>Secondary Documents</b>		
Department of Veterans Affairs (DVA) card	N – A	40
Centrelink card (with reference number)	N – A	40
Birth Certificate Extract	N	25
Birth card (NSW BDM only)	N	25
Medicare card	N	25
Credit card or account card	N – S	25
Australian Marriage certificate (Registry office issue only)	N – S	25
Decree Nisi / Decree Absolute (Registry office issue only)	N – S	25
Change of name certificate (Registry office issue only)	N – S	25
Bank statement	N – A	25
Property lease agreement – must be for current address	N – A	25
Taxation assessment notice	N – A	25
Australian Mortgage Documents	N – A	25
Rating Authority – eg Land Rates	N – A	25
Utility Bill – electricity, gas, telephone (less than 12 months old)	N – A	20
Reference from Indigenous Organisation	N – A	20
Documents issued outside Australia (equivalent to Australian documents of at least 20 points). <b>Must have official translation attached.</b>		20