



**Corpsec Pty Limited**

ABN 26 068 739 819 Master Licence No 4 08295471

Tel: +61 2 6293 3488 Fax: +61 2 6293 3133

Email: [vetting@corpsec.biz](mailto:vetting@corpsec.biz)

All correspondence to: PO Box 1037, TUGGERANONG ACT 2901

**NATIONAL CRIMINAL HISTORY RECORD CHECK**

**100 POINT IDENTIFICATION CHECK**

Please present your identification documents to your HR Coordinator.

The point score of documents produced must total at least 100 points and original proof of identity must be sighted. Alternatively, your original documents can be sighted by an individual who can certify a document as a true copy of an original (refer to list below). Photocopies must be certified as 'true copies of the original'.

ITEM	VALUE
<b>PRIMARY DOCUMENTS – Only one may be submitted</b>	
<ul style="list-style-type: none"> <li>▪ Passport (current or expired within last two years, but not cancelled)</li> <li>▪ Australian Birth Certificate</li> <li>▪ Australian Citizenship Certificate</li> </ul>	70

<b>SECONDARY DOCUMENTS – You may use several of the following to reach 100 points</b>	
<b>These documents must have your photo and/or signature and be current:</b>	
<ul style="list-style-type: none"> <li>▪ Australian Driver's Licence or Learner's Permit</li> </ul>	40
<ul style="list-style-type: none"> <li>▪ Current Credit Card or Account Card from a Financial Institution</li> <li>▪ Tertiary Education Institution ID card</li> <li>▪ Government Authority or Public Service employee's ID card</li> <li>▪ Medicare Card</li> <li>▪ Foreign Driver's Licence</li> <li>▪ Centrelink Card (with reference number)</li> </ul>	25
<b>The following documents must show your full name (not just initials) and current address:</b>	
<ul style="list-style-type: none"> <li>▪ Utility bill (e.g. telephone, water, electricity, gas, council rate notice)</li> <li>▪ Bank Statement</li> </ul>	25

<b>List of Persons Authorised to sign and certify as True Copies of Original Documents</b>	
Justice of the Peace	Pharmacist, Nurse, Optometrist ( <i>Currently Licenced</i> )
Notary public	Legal practitioner enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia
Magistrate	Police officer
Registrar or deputy registrar of a court	Australian consular/diplomatic officer
Judge of a court	Officer of a financial institution* or Finance Company*
Permanent employee of Australia Post employed in a Post Office*	Agent of Australia Post that is in charge of a post office
Public employees - current full-time employees of Commonwealth Government or Statutory Authorities, who have been employed for at least 5 years	Officer/authorised representative of a holder of an Australian Financial Services licence*
Full Time Teacher employed at a school or tertiary institution	Member of the Institute of Chartered Accountants in Australia, CPA Australia or National Institute of Accountants *

(\* Must have 2 or more continuous years of service/membership)

You must make sure that the person certifying is on the above list, they use the wording "CERTIFIED TRUE COPY", they sign and date the copy and they print their name and profession or qualification. This person also needs to sign and date the bottom of page 2 of these forms.



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**NATIONAL CRIMINAL HISTORY RECORD CHECK  
APPLICATION FORM**

STAFF-IN-CONFIDENCE (when completed)

**NAMES BY WHICH I AM OR HAVE EVER BEEN KNOWN** (including changes by Deed Poll)

Surname

Given Names

Other Surname/s

Given Names

SEX: M  F

Date of Birth: / /

City & State of Birth (Please include Country if not Australia)

Phone Number

Driver's Licence No

State/Territory Licence Issued

Passport Number

Passport Country

**Permanent Residential Address over Last Five Years**

If full details of previous addresses are unavailable details of town(s), state(s) and years of residence will suffice.

<b>Current</b>	<b>Period of residence</b>
Street Address: Suburb/Town: State: Postcode: Country:	/ / to CURRENT
Street Address: Suburb/Town: State: Postcode: Country:	/ / to / /
Street Address: Suburb/Town: State: Postcode: Country:	/ / to / /
Street Address: Suburb/Town: State: Postcode: Country:	/ / to / /



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STAFF-IN-CONFIDENCE (when completed)

**NATIONAL CRIMINAL HISTORY RECORD CHECK  
CONSENT TO OBTAIN PERSONAL INFORMATION  
(INDIVIDUALS – PARTIAL EXCLUSION)**

I, \_\_\_\_\_ hereby:  
**Family Name (Current)** \_\_\_\_\_ **Given Names (Current)** \_\_\_\_\_

1. acknowledge that I have read the Spent Convictions Schemes section of the Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered is in a category for which a **PARTIAL** exclusion has been granted from the application of the Spent Convictions legislation and that "spent convictions" and findings of guilt relating to me of a type listed below, will be released;

**Serious offences, sexual offences, offences against the person, for which an exclusion has been granted in respect to my application for employment/engagement in positions/occupations involving the care, instruction or supervision of vulnerable persons (including children, aged persons, and the disabled).**

3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. consent to **Corpsec Pty Limited** disclosing personal information about me from this Form to the CrimTrac Agency and the Australian police services;
5. consent to:
  - (i) the CrimTrac Agency disclosing personal information about me to the Australian police services;
  - (ii) the Australian police services disclosing, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned; and
  - (iii) the CrimTrac Agency providing the information disclosed by the Australian police services to **Corpsec Pty Limited** in accordance with the laws of the Commonwealth; and
6. acknowledge that any information provided by me on this Form, or by the Australian police services, relates specifically to: **(please specify purpose of check, if for employment, please state role you are applying for):**

Purpose: \_\_\_\_\_

Signature: \_\_\_\_\_

Date : \_\_\_\_/\_\_\_\_/\_\_\_\_

**If you are under 18 years of age (as at the date of application), please provide consent below from a parent/guardian.**

Parent/Guardian's Name: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Note: The information you provide on this Form, and which the CrimTrac Agency provides to Corpsec Pty Limited on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.**

Corpsec Pty Limited 2014



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## NATIONAL CRIMINAL HISTORY RECORD CHECK GENERAL INFORMATION

This Form is used by Corpsec Pty Limited so as to obtain a National Criminal History Record Check with your consent and at your request. Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than the purpose for which it has been requested.

## CRIMINAL HISTORY RECORD CHECK

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services<sup>1</sup> for checking action. By signing the Form you are providing your consent to these agencies:

- disclosing criminal history information that pertains to you from their own records to Corpsec Pty Limited; and/or
- accessing their records to obtain criminal history information that in turn will be disclosed to Corpsec Pty Limited.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

## SPENT CONVICTIONS SCHEMES

### Commonwealth

Part VIIC of the *Crimes Act 1914* deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction for a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Privacy Commissioner).

The law affects Commonwealth authorities in the following ways:

- a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;

Commonwealth authorities are prohibited from disclosing or taking into account protected old conviction information without the consent of the person concerned.

Part VIIC of the *Crimes Act 1914* and *Crimes Regulations 1990* provide for "statutory" or "regulatory" exclusions from the disclosure and use standards for spent convictions only.

### Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released. Please contact individual police services directly for further information about their release policies and any legislation that affects them.

## PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.