



**Consent to Obtain Personal Information Form**  
**National Criminal History Record Check (NCHRC) general information**  
To be retained by applicant

**General information**

This form is used by the Department of Justice as part of the assessment process to determine whether a person is suitable for appointment, employment, provision of contracted services, other engagement or work with the Department. Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability for a given position. You may be required to complete another consent form in the future in relation to employment in other positions within the Department.

**Criminal History Record Check**

Criminal history record checks are an integral part of the assessment of your suitability. The Department may forward information extracted from this form to the Australian Criminal Intelligence Commission and other Australian police services<sup>1</sup> for checking action. By signing the form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to the Department, and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to the Department.

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**

**A. Western Australia**

Under the provisions of Section 7(1) of the *Spent Convictions Act 1988 (WA)* only lesser convictions can be spent by the WA Police Service, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment of 12 months or less, or a fine of less than \$15,000 was imposed. All other convictions, such as serious convictions applicable under s 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a spent conviction order under the *Sentencing Act 1995 (WA)* that the conviction is a spent conviction for the purposes of the *Spent Convictions Act 1988 (WA)*.

Schedule 3 of the Act authorises the Department to access all spent convictions of WA offences for the purpose of employment into certain specified occupations eg a person authorised to exercise a power set out in the *Court Security and Custodial Services Act 1999 (WA)* when (in the course of the person's duties) assessing, reporting about or classifying persons charged with or convicted of offences.

Except under extenuating or mitigating circumstances, a person who has been convicted of a serious offence, as defined in the above Act, would normally be disqualified from employment with the Department.

**B. 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 be released in accordance with relevant legislation (and/or release policy). 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 automatically assessed as being unsuitable. Each case is assessed on its merits; hence it is in your interest to provide full and frank details on the form.

Do not forward this page to ESU



## Identification Guide to be retained by applicant

### Documents must be selected from the list below

When applying for a National Police History Check, you must provide proof of your identity with this form (see Minimum Identity Requirements below). All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993".

### Change of Name

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver's licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in section 1 of this form.

### Minimum Identity Requirements

You must provide:

at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;

**at least one of your identity documents must contain a photograph.** If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth);

the combination of documents supplied should, as a minimum equal a total of 100 points;

and evidence of your full name and date of birth.

#### Category A - Each document is worth 70 points

- Birth Certificate
- Australian Passport (current, or expired within the previous two years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (current, or expired within the previous two years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

#### Category B - The first document is worth 40 points and each additional document is worth 25 points

- Australian Driver's Licence, Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- Aviation Security Identification Card/Maritime Security Identification Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months)

#### Category C - Each document is worth 25 points

- Birth Extract
- Foreign/International Drivers Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Australian Tax Office Assessment (NOT Tax File Number)
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration
- Motor Vehicle Registration or Insurance Documents
- Professional or Trade Association Card

#### If relied upon, the following documents must be from different organisations – Each document is worth 25 points

- Utility Bills (e.g. Telephone, Gas, Electricity, Water)
- Credit/Debit Card
- Bank Statement/Passbook

**No copies of identification documents are to be made or retained by the Department or its employees**

Do not forward this page to ESU



<input type="checkbox"/>	Clear
<input type="checkbox"/>	T
<input type="checkbox"/>	V
<input type="checkbox"/>	I
<input type="checkbox"/>	C
<input type="checkbox"/>	R
<input type="checkbox"/>	O

**Consent to Obtain Personal Information Form/Employer Release**  
National Criminal History Record Check (NCHRC) application

**Handwritten only, typed applications are not acceptable:**

<b>Surname:</b> (Current Legal Surname)	<b>Given names:</b> (Birth names. First and middle)
<b>Maiden name:</b> (If different to Surname)	<b>Given names:</b> (In full if different to above)
<b>Any other surnames:</b> (Include Deed poll changes, aliases, previous married, etc)	<b>Any other names used/ known by/ alias:</b> (In full)
<b>Gender:</b> Male: <input type="checkbox"/> Female: <input type="checkbox"/>	<b>Telephone no:</b>
<b>Place of birth:</b> (Town or City/ State/ Country) T O W N / S T A T E / C O U N T R Y	<b>Date of birth:</b> (DD/MM/YYYY) [D][D] / [M][M] / [Y][Y][Y][Y]
<b>Current residential address:</b>	<b>Postal address only if different to residential:</b>
<b>Post code:</b>	<b>Post code:</b>
<b>Other previous residential address/s over last 5 years:</b> (If full list of previous addresses is unavailable details of town/s and state/s will suffice. Attach list if insufficient room)	
<b>Address:</b>	<b>Address:</b>
<b>Post code:</b>	<b>Post code:</b>
<b>Period of residence:</b> / / to / /	<b>Period of residence:</b> / / to / /

**NCHRC - Consent to obtain personal information and Employer Release**  
**(Complete Exclusion)**

**(BLOCK LETTERS and in black ink)**

- I, \_\_\_\_\_ hereby:
- Family name (Current)                      Given names (Current)
- 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
  - understand that the position/entitlement for which I am being considered is in a category for which the following **complete** exclusion has been granted from the application of the Spent Convictions legislation and that **all** "spent" convictions and findings of guilt recorded or pending relating to me will be released: **Schedule 3 Sub-clause 1(1) items 12 and 13 of the Spent Convictions Act 1988 (WA)**
  - 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
  - consent to Department of Justice disclosing personal information about me from this Form to the Australian Criminal Intelligence Commission and the Australian police services
  - consent to:
    - the Australian Criminal Intelligence Commission disclosing personal information about me to the Australian police services
    - the Australian police services disclosing to the Australian Criminal Intelligence Commission, 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
    - the Australian Criminal Intelligence Commission providing the information disclosed by the Australian police services to Department of Justice in accordance with the laws of the Commonwealth, and
  - acknowledge that any information provided by me on this Form, or by the Australian police services, may be taken into account by Department of Justice in assessing my suitability for the position of \_\_\_\_\_ for which I am applying.
  - authorise the release by my previous employer(s) of my personnel record for the purpose of evaluating my suitability for appointment, which may be requested by the Department of Justice.
  - declare that the statements made and information given are true to the best of my knowledge. I have not withheld any relevant information required by this application, or made any false or misleading representation. I acknowledge that if I fail to respond to all questions, or knowingly or wilfully give false or misleading information, it could result in rejection of my application or dismissal from the appointment pool or employment gained from this application.

<b>Applicant signature:</b>	<b>Date:</b> [D][D] / [M][M] / [Y][Y][Y][Y]
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DoJ Division	OTC <input type="checkbox"/>	SCR <input type="checkbox"/>	AJS <input type="checkbox"/>	YJS <input type="checkbox"/>	ROS <input type="checkbox"/>	COS <input type="checkbox"/>	SERCO/SODEXO <input type="checkbox"/>
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**Verification of applicant identification: ALL vacancies, applicants and service providers. It is a contractual obligation that ID is verified and listed;**

<input type="checkbox"/> Identification verified as per Identification Guide.	
Verified by: (Print Name)	Position title:

**List ID checked, include document numbers (Type & expiry for bankcards):Do not take or make copies of ID**

1. Australian Drivers/Firearms licence no:	State/Territory of issue:
2. Passport number:	Expiry
Passport country:	
Other, as in ID Guide and totalling 100 points.	

**List ID checked, include document numbers (Type & expiry for bankcards):Do not take or make copies of ID**

**Vacancy details: DoJ Business Area, Contract Manager or panel chairperson** to complete this section.  
**ALL** applicants working with offenders are required to submit an Integrity Declaration (PSD0005) also:

<b>EITHER</b>	DoJ applicant position title:	
	Has applicant had a break in service of 3 months or more? Yes <input type="checkbox"/> No <input type="checkbox"/> New DCS applicant <input type="checkbox"/>	
<b>OR</b>	Service Provider/External Applicant/Contractor role in full:	

**And Agency /Building company/ University/school/campus name in full:**

**Service providers/ External Applicants/ Contractors** to return this form to the business area within the Department of Justice to whom you provide the service, or to your Contract Manager.

**DoJ Business Area or Contract Manager to complete this section once form is completed in full. Any form which is incomplete will not be processed.**

I agree that I have checked this form is complete and accept delays caused to applicant's commencement if this has not occurred.											
Form checked by: (Print name)	Position title:										
Signature:	Date: <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width:20px; height:20px; text-align: center;">D</td> <td style="width:20px; height:20px; text-align: center;">D</td> <td style="width:10px; text-align: center;">/</td> <td style="width:20px; height:20px; text-align: center;">M</td> <td style="width:20px; height:20px; text-align: center;">M</td> <td style="width:10px; text-align: center;">/</td> <td style="width:20px; height:20px; text-align: center;">Y</td> <td style="width:20px; height:20px; text-align: center;">Y</td> <td style="width:20px; height:20px; text-align: center;">Y</td> <td style="width:20px; height:20px; text-align: center;">Y</td> </tr> </table>	D	D	/	M	M	/	Y	Y	Y	Y
D	D	/	M	M	/	Y	Y	Y	Y		
DoJ contact person, or global, for notification: <span style="float: right;">@justice.wa.gov.au</span>											

**Employment Screening Unit will not be responsible for forms with missing information. These will be returned to the Business Area where possible, or posted to the applicant.**