

World Vision Australia

Applying for a Criminal Record Check

For Non-Employees

Request for Police Check for

(Applicant's name)

Application is for (check one)

☐ New Applicant

 ☐ Renewal

Applicant is (check one)

☐ Consultant or Contractor
Cost
☐ Child Sponsor Visit **Supporter Number:** Attach a cheque/money order for \$15.40 payable to "World Vision Australia"

☐ Volunteer

☐ Other (e.g. Ambassador, Youth Study Tour, other member of the public) *Please specify cost centre.* Cost Centre

☐ Do you have a Working with Children Check Card? If YES- State/Territory: Number:

Will you be working with children in an AusAid funded project?

☐ Yes ☐ No

If you are travelling overseas, Date of Departure

Please complete the details of your main contact person within World Vision

WVA Person's Name	Contact No. (If known)	Department (If known)

Once completed, please send Hard Copy to:

National Criminal Record Check Coordinator**1 Vision Drive****Burwood East Vic 3151****For WVA Internal Use Only**

CRC Reference No.	<input style="width: 100%;" type="text"/>	Date lodged	<input style="width: 100%;" type="text"/>	Date resolved	<input style="width: 100%;" type="text"/>
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Client Grouping:	<input style="width: 100%;" type="text"/>	(If applicable) Overseas Statutory Declaration held and dated:	<input style="width: 100%;" type="text"/>
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Check Type: Commercial ☐ Volunteer ☐

	Code	Date	Init.		Code	Date	Init.
Approval				Recorded			

World Vision Australia

Applying for a Criminal Record Check

WVA conducts criminal record and other checks to assess the suitability of those who work with us or visit our projects. So, whether you are a potential volunteer, consultant, contractor, ambassador or a visitor to our projects we will usually ask you to consent to criminal record checks. For most people, this will mean an Australia-wide criminal record check (in addition to normal recruitment processes). Where you are a citizen of another country or you are living/have lived overseas you will also need to complete a statutory declaration and may be asked to undergo additional checks or provide additional documents.

Please carefully read, fill out and sign the attached documents so that appropriate criminal record checks can be carried out. Before you go any further, please read through and **tick all** the following (**applicable**) statements and sign the bottom of the page.

- ☐ I agree to criminal record checks being undertaken as a pre-condition to working for WVA/ visiting WVA's projects
OR I consent to my criminal record checks being renewed.
- ☐ I understand that if a criminal record check discloses any current or previous criminal history (whether or not a conviction was recorded) then:
- my paid work with WVA may be deemed not to have commenced and I may not be entitled to any payment which might otherwise have been owed to me for any services I have provided to WVA up to the date my contract is terminated; or
 - my voluntary position may be immediately terminated; and/or
 - I may not be entitled to visit WVA projects.
- ☐ I consent to WVA disclosing any personal or sensitive information it collects or holds about me (whether in writing or otherwise) for the purpose it was provided to: providers of criminal record checks, WV partnership entities (i.e. World Vision International, other World Vision offices overseas) or parties to whom WVA is required to provide access under contract or by law (including their agents).
- ☐ I have never been convicted of committing a crime in Australia or any other country.
- ☐ I have no criminal charges pending against me and there is no intervention order in place against me in any jurisdiction.
- ☐ I have never been suspected of committing a crime, or where an allegation was made, any charges were dropped or I was acquitted without conviction.
- ☐ I agree that I will immediately notify my manager and the Safety & Security Manager if I am charged with any criminal offence during my contract/ volunteer position/visit to WVA's projects.

If you are unable to tick any of the boxes, please contact the Safety & Security Manager on 02 9806 6377. Please note that you cannot be engaged by/with WVA until a criminal record check has been done.

Signed

Date

Name (please print)

If Applicant is under 18 years of age, this consent should also be signed by Applicant's parent or legal guardian.

Signed

Date

Name of Parent/Guardian (please print)

NATIONAL POLICE CHECKING SERVICE (NPCS) INFORMED CONSENT FORM

SECTION 1: PERSONAL INFORMATION

Please select appropriate box only:

☐ Employee ☐ Contractor/Consultant ☐ Volunteer ☐ Individual Is this a renewal check? ☐ Yes ☐ No

Names by which I am, or ever have been, known

If more room is required, list on a separate sheet, sign and attach the sheet to this form.

Additional Sheet Included? ☐ Yes ☐ No

Surname: (Primary) First Middle

Surname: First Middle

☐ Maiden ☐ Alias ☐ Previous

Surname: First Middle

☐ Maiden ☐ Alias ☐ Previous

Date of Birth: / /
dd mm yyyy

Sex: ☐ Male ☐ Female ☐ Unspecified

Place of birth

Suburb / Town: State / Territory:

Country:

Permanent residential address over the past 5 years

If more room is required, list on a separate sheet, sign and attach the sheet to this form. If full details are unavailable, include as much information as possible.

Additional sheet included? ☐ Yes ☐ No

Current Address

Number / Street Period of residence to

Suburb / Town State / Territory Postcode Country

Previous Address (if applicable)

Number / Street Period of residence to

Suburb / Town State / Territory Postcode Country

Previous Address (if applicable)

Number / Street Period of residence to

Suburb / Town State / Territory Postcode Country

Contact details

Phone: Home Work Mobile

Email:

Other details

Australian drivers licence no. Issued by

Australian firearms licence no. Issued by

SECTION 2: PROOF OF IDENTITY

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" (see attached)

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.

Document	Points
Category A - Each document is worth 70 points <ul style="list-style-type: none"> • 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) 	<input type="text"/>
Category B - First document is worth 40 points, each additional document is worth 25 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • 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 • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card <p>If relied upon, the following documents must be from different organisations:</p> <ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	<input type="text"/>

SPECIAL PROVISIONS ONLY TO BE USED IF MINIMUM IDENTITY REQUIREMENTS ABOVE CANNOT BE MET

Applicant Category	Document	Points
Recent Arrival - have been in Australia for 6 weeks or less	Current passport and proof of date of arrival	<input type="text"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People and attach it to this document	
Child under 18	Please provide one of the following documents: <ul style="list-style-type: none"> • Birth Certificate/Birth Extract • 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 eg. diplomatic/refugee (Photo or Signature) • Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (statement must be on the institution's letterhead) 	<input type="text"/>

VERIFICATION (OFFICE USE ONLY)

TOTAL

Persons authorised to certify documentation are required, **IN THE PRESENCE OF THE APPLICANT**, to witness the applicant's signature and sight original documentation and verify that the photo identification is a true likeness of the applicant.

I declare that I have sighted and confirmed the original or certified true copy personal identity documents of (*insert the applicant's full name*) _____ and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant's identity.

Signature

Date

Printed Name

SECTION 3: ACCREDITED ORGANISATION DETAILS

Accredited Organisation (Legal Name)	<input type="text" value="The PRM Group"/>	ABN	<input type="text" value="43 088 539 093"/>
Address	<input type="text" value="P.O. BOX 611 MOONEE PONDS VIC 3039"/>		

SECTION 4: CERTIFIER DETAILS

Title/Position of Certifier	<input type="text"/>
Daytime contact phone number	<input type="text"/>

SECTION 5: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the National Police History Check to be forwarded/disclosed only to the Accredited Organisation named in Section 3 above?

☐ Yes ☐ No If No: I authorise the result of the National Police History Check to be forwarded/disclosed to the following employer/ organisation to assess my suitability:

Employer / Organisation (Legal Name)	<input type="text" value="World Vision Australia"/>	ABN	<input type="text" value="28 004 778 081"/>
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SECTION 6: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of the purpose for which the check is required. Such as relevant position/role, place of work and whether you have contact with vulnerable groups e.g. Client Services Officer in a call centre, janitor at a school, volunteer in aged care facility with direct care of disabled and aged persons.

Purpose or Role	<input type="text"/>
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SECTION 7: GENERAL INFORMATION

General information

CrimTrac is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the Accredited Organisation named at Section 3. CrimTrac has contractual arrangements with its Accredited Organisations to collect personal information on its behalf to support processes assessing the suitability of people applying for employment, Australian citizenship, appointment to positions of trust, volunteer service or for various licensing or registration schemes. Accredited Organisations and their customers (such as employers) use the personal information collected on this form and the resulting NPHC as part of their assessment process to determine your application. Some Accredited Organisations have a legislative basis for the collection, use and disclosure of your personal information.

CrimTrac recommends that you seek further information about any relevant/applicable legislative framework from the Accredited Organisation.

In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. CrimTrac recommends that you seek further information from the Accredited Organisation at Section 3 in circumstances where your information is likely to be disclosed to overseas recipients.

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; or to maintain the records of CrimTrac and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

National Police History Check (NPHC)

Information on this form will be used by CrimTrac and police agencies for checking action; it will also be used to update records held about you by CrimTrac and police agencies. CrimTrac and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to:

- a) the Accredited Organisation named in Section 3 above; and
- b) where applicable the employer/Organisation named in Section 5 above.

PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your State/Territory:

Commonwealth	www.comlaw.gov.au
New South Wales	www.legislation.nsw.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Victoria Police	www.police.vic.gov.au
Western Australia	www.slp.wa.gov.au
Northern Territory	www.nt.gov.au/dcm/legislation.current.html
Australian Capital Territory	www.legislation.act.gov.au
Tasmania	www.thelaw.tas.gov.au

Limitations on accuracy and use of PHI

While every care has been taken by CrimTrac and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by CrimTrac depends

on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If the Applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the Accredited Organisation that submitted the request for a NPHC on you so that the NPHC dispute process can be initiated.

CrimTrac contact details

For more information regarding the NPHC process you can contact CrimTrac on:

Phone: 02 6268 7000 or
Email: crimtrac@crimtrac.gov.au

For information regarding CrimTrac's Privacy Policy, you can access the policy at crimtrac.gov.au or contact the CrimTrac Privacy Officer on:

Phone: 02 6268 7000 or
Email: privacy@crimtrac.gov.au

Provision of incomplete, false or misleading information

An Accredited Organisation and an Applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this form is correct.

It is a serious offence to provide false or misleading information on this form.

SECTION 8: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS)

I,

Surname:
(Primary)

First and Middle
(Primary)

1. acknowledge that I have read the General Information in Section 7 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from spent convictions legislation may apply;
3. have fully and correctly 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;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the Accredited Organisation named in Section 3 of this form is collecting information in this form to provide to CrimTrac (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
 - i. CrimTrac and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - ii. the police agencies disclosing to CrimTrac, from their records, Police History information that can be disclosed in accordance
 - iii. with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - iv. CrimTrac disclosing the information sourced from the police agencies to the Accredited Organisation named in Section 3 of this form, and
 - v. the Accredited Organisation named in Section 3 of this form disclosing to the employer/organisation named in Section 5 of this form personal information to assess my suitability in relation to the purpose identified in this form.
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 6 of this form;
8. acknowledge that any information provided by the police agencies or CrimTrac relates specifically to the purpose identified in Section 6 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this form may be disclosed to the Accredited Organisation named in Section 3 of this form (including contractors or related bodies) located in Australia or overseas (refer to attached list if applicable); and
11. acknowledge that it is usual practice for an Applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this form will be used only for the purpose stated above unless statutory obligations require otherwise.

Signature

Date

dd mm yyyy

Parent/Guardian Consent—If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature

Date

dd mm yyyy

Parent/Guardian name printed in full

STATUTORY DECLARATION

If you have resided in a country other than Australia for more than 6 months in the last 5 years, you are also required to complete a Statutory Declaration. Please skip this page if this does not apply to you.

I,
Given Names (Current) Family Name (Current)
of
Current Address

do solemnly declare that:-

1. I have duly and correctly completed and submitted consent to a Criminal Records Check form.
2. I am person of sound character and I have never been charged with or convicted of committing a criminal offence in Australia or any other country.
3. I have no reason to believe that the results of the Criminal Records Check would show any record against my name.

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at
(place)
this Day of 20
(date) (month) (year)

Signed
(Signature of person making the declaration)

Before me,

[Signature of authorised witness]

[Name of authorised witness]

[Qualification as such a witness]

Qualification must be one listed on the following page as authorised to witness Statutory Declarations.

Witnessing Proof of Identity and Statutory Declaration

Proof of Identity 100 Point Check can be witnessed by a World Vision Australia manager or any party authorised within your State to witness documents as specified in *Statutory Declarations Regulations 1993 (Commonwealth) under the Statutory Declaration Act of 1959* or relevant State Acts. These include

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade Marks Attorney
- Veterinary Surgeon
- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1985)
- Bailiff
- Bank officer with 5 or more continuous years service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for affidavits
- Commissioner for declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place.
- Employee of the Commonwealth who is:
 - a) in a country or place outside Australia; and
 - b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
 - c) exercising his or her function in that place.
- Fellow of the National Tax Accountant's Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified in another item of this Part
- Judge of a court
- Justice of the peace
- Magistrate
- Marriage celebrant registered under Subdivision C of division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of the Engineers Australia other than at the grade of student.
- Member of Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is;
 - an officer; or
 - a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982; or
 - a warrant officer within the meaning of that Act
- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
- Member of
 - a) the Parliament of the Commonwealth; or
 - b) the Parliament of a State; or
 - c) a Territory legislature; or
 - d) a local government authority of a State or Territory
- Minister of Religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is employed in an office supplying postal services to the public
- Permanent employee of:
 - the Commonwealth or Commonwealth authority; or
 - a State or Territory or State or Territory Authority; or
 - a local government authority
- with 5 or more years continuous service who is not specified in another item in this Part[9]
- Person before whom a statutory declaration may be made under the laws of the State or territory in which the declaration is made.
- Police officer
- Registrar or Deputy Registrar of a court
- Senior Executive Service Officer of
 - the Commonwealth or Commonwealth authority; or
 - a State or Territory or of State or Territory authority[10]
- Sheriff
- Sheriff's officer
- Teacher employed on a full time basis at a school or tertiary education institution.