

Fact Sheet

Information for completion of the National Police Check form

2018
**VICTORIAN
PROTECTING
CHILDREN
AWARDS**

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About the National Police Check

The Department of Health and Human Services (the department), requires all shortlisted individual nominees to undergo a National Police History Check (police check).

The informed consent form provides a written agreement confirming your approval of having a police check carried out by the department.

The details provided on the police check form, and any additional information received in the assessment process will only be used by the department for the purpose of confirming your suitability for an award.

The cost of the police check will be met by the department.

If you choose not to provide us with information that we have requested, we will be unable to proceed with your nomination.

Privacy statement

We ask you for information about yourself so that we can confirm your suitability for an award. On the form we ask you for personal information such as full name, gender, date of birth, driver's licence number or passport details to verify your identity.

The information will be used to ensure that the police history information released is yours and not another person's with the same name. If you have any concerns about the information that may be released as the result of a police check please contact Victoria Police, or the relevant police service in another jurisdiction.

Please be assured that any information provided to the department is kept confidential, and any concerns you may raise about the way the department handles your information will also be kept confidential.

Information collected on the form will only be used for the purpose for which it was collected (that is, to conduct a police check and to confirm your suitability for an Award).

If you have any queries about the handling or storage of your personal information please contact the department's Complaints Integrity and Privacy Unit on 9096 7312.

Storage

If you are selected as a recipient for an Award, copies of documents that may uniquely identify you (for example, driver's licence number or passport details) will be retained on a secure file.

The department is required to retain the completed informed consent form as part of its permanent records.

Any police history information obtained will be securely destroyed within three months of receipt from the Australian Criminal Intelligence Commission (formerly known as CrimTrac).

Who owns the Police Check?

Consistent with the principles of the Privacy Act 1988 (Cth), you are able to view documents which relate to you that are held by the department of Health and Human Services.

Please note, the police check record obtained by the department is electronic rather than paper-based (i.e. not in the form of a certificate). If you require an actual certificate, you should apply for a National Police Certificate via the Victoria police website at

http://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=72672

Please also keep in mind, that the Australian Criminal Intelligence Commission (ACIC) offers point-in-time checking only, meaning that the police check result provided is a check of police records only up until the day it is issued.

If for whatever reason the department is unable to provide a copy of the result to you, you are able to request a copy of your police check result from the ACIC under the Freedom of Information Act 1982 (Cth) or the Privacy Act 1988 (Cth). Visit the Freedom of Information section of the ACIC website for more information:

<https://www.acic.gov.au/about-us/freedom-information/freedom-information-process>.

International Police Check

You are required to complete the Statutory Declaration template, stating whether you have:

- any charges laid against you by police concerning any offence committed in Australia or in another country in the past
- any offence of which you have been found guilty, committed in Australia or in another country in the past.

Completing the Police Check Consent Form

Step 1 – Complete National Police Check consent form

Minimum identity requirements. Refer to page 2 of the National Police Check consent form, Documents required section.

- One commencement document to confirm your birth in Australia or your arrival in Australia
- One primary and two secondary documents to show the use of your identity in the community:

One commencement of identity documents

- (a) full Australian birth certificate (not an extract or birth card)
- (b) current Australian passport (not expired)
- (c) Australian Visa current at time of entry to Australia as resident or tourist

- (d) ImmiCard issued by the Department of Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services
- (e) certificate of identity issued by the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- (f) document of identity issued by the Department of Foreign Affairs and Trade to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes
- (g) certificate of evidence of resident status.

One primary use in the community document

- (a) current Australian driver licence, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed
- (b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- (c) current passport issued by a country other than Australia with a valid entry stamp or visa
- (d) current proof of age or photo identity card issued by an Australian government agency in your name with photo and signature
- (e) current shooter or firearm licence showing signature and photo (not minor or junior permit or licence)
- (f) for persons aged under 18 with no other Primary Use in Community Documents, a current student identification card with photo or signature.

Two secondary use in the community documents

- (a) certificate of identity issued by the Department of Foreign Affairs and Trade
- (b) document of identity issued by the Department of Foreign Affairs and Trade
- (c) convention travel document secondary (United Nations) issued by the Department of Foreign Affairs and Trade
- (d) foreign government issued documents (for example driver licence)
- (e) Medicare card
- (f) enrolment with the Australian Electoral Commission
- (g) security guard or crowd control photo licence
- (h) evidence of right to a government benefit (Centrelink or Veterans Affairs)
- (i) consular photo identity card issued by the Department of Foreign Affairs and Trade
- (j) photo identity card issued to an officer by a police force
- (k) photo identity card issued by the Australian Defence Force
- (l) photo identity card issued by the Australian Government or a state or territory government
- (m) Aviation Security Identification Card
- (n) Maritime Security Identification card
- (o) credit reference check;
- (p) Australian tertiary student photo identity document
- (q) Australian secondary student photo identity document
- (r) certified academic transcript from an Australian university
- (s) trusted referees report
- (t) bank card

(u) credit card.

Section A1-4: Personal Information

List your current full name, previous names or alternate names. Previous names include your maiden name. Alternate names include names you are commonly and informally known by.

List your residential addresses over the last 5 years; include as much detail as you can remember.

Section A5: Drivers/Firearms licence and/or passport details

Section B1-3 Purpose of check.

The Commission can assist you in completing this section.

Section C1: Authorisation to Disclose Personal Information

Authorises the department to receive the results of your police check

Section C2: Consent to obtain personal information

The consent to obtain personal information is your informed consent for the department to conduct a police check. Please read the information carefully. Do not sign or date the consent form until you are in the presence of an authorised officer. Note: if you are under 18 years of age, a parent or guardian is required to sign the consent form.

Section D: Office use only

Step 2 – Obtain verified copy of identification

Please ensure that you:

- Provide the authorised officer with sufficient documentation to establish your identity (minimum 100 points). Provide that verified copy to the department.
- Do not sign or date the Informed Consent form until you are in the presence of an authorised officer.
- Please refer to the additional fact sheet for Authorised officers.

To receive this publication in an accessible format phone 03 9096 2575, using the National Relay Service 13 36 77 if required, or email safety.screening@dhhs.vic.gov.au

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Where the term 'Aboriginal' is used it refers to both Aboriginal and Torres Strait Islander people. Indigenous is retained when it is part of the title of a report, program or quotation.
