



NATIONAL POLICE HISTORY CHECK – INFORMATION

Western Australian Education and Training Sectors

HOW TO COMPLETE THE NATIONAL POLICE CHECKING SERVICE (NPCS) APPLICATION/CONSENT FORM

Please read all information below. The National Police History Check application can be downloaded for you to complete. All sections of the application must be completed. If enrolling at Tuart College the application can be completed during your enrolment appointment.

WHO SHOULD COMPLETE THIS FORM

- Post-compulsory students seeking to enrol at a Public school.
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GENERAL INFORMATION

The Department of Education conducts police history checks, also known as criminal screening, as part of the process of assessing suitability of individuals seeking to enrol as a post-compulsory student at a public school or college.

A police history check cannot be done without your consent. To enable the Department to conduct this check, please complete the *National Police Checking Service Informed Consent Form*.

The *National Police Checking Service Informed Consent Form* involves the provision by you of certain identifying information that will assist the Department to conduct the police record check through the CrimTrac Agency. You will also be asked to provide information as to the existence of any criminal convictions or findings of guilt before a Court, subject to certain exceptions that are discussed below.

If it is subsequently discovered that you have provided false or misleading information on your application, your enrolment may be terminated.

SPENT CONVICTIONS AND RESTRICTIONS ON THE RELEASE OF POLICE HISTORY INFORMATION

The Commonwealth, States and Territories are each subject to different legislative requirements in relation to the release of police history information.

Please note: in accordance with the [Spent Convictions Act 1988 \(WA\)](#), when consenting to the Department's National Police History Check, you must also disclose all Western Australian convictions that you have had 'spent,' and the Department is entitled to receive this information.

Also, under **Section 85ZZH (e) and (f)** of the [Commonwealth Crimes Act 1914](#), the Department is entitled to have access to the details of 'designated' Commonwealth offences that have been spent. These '**designated offences**' relate to any sexual offence, or any other offence, where the victim was under the age of 18 years at the time. If you have a 'designated' spent Commonwealth conviction, you must disclose it to the Department.

Spent Conviction legislation is complex. If you are unsure as to whether you are required to disclose a conviction, please contact the Department's Screening Unit at screening@education.wa.edu.au or telephone 9264 4391 or alternatively, you may wish to seek your own independent legal advice. If you need advice about a spent conviction in another state, please contact that State's Police Service directly.

PRIVACY

Police history information is very private and sensitive personal information. The Department stores this information securely and discloses it only to those persons authorised to assess your suitability. The information you provide in this form and any information received by the Department in the assessment process will not be used without your consent for any other purpose and will ordinarily only be disclosed to the persons and agencies identified in the form for that purpose, unless statutory obligations require otherwise, e.g. subpoena, Police warrant etc. For information see [Privacy Act 1988 \(Cwth\)](#).

RESULTS OF A NATIONAL POLICE HISTORY CHECK

If you are found to have **no** convictions or findings of guilt before a Court, you will be notified by letter to indicate your screening has been completed. You will also be allocated a Screening Clearance Number (SCN).

If you **are** found to have a conviction, a spent conviction, finding of guilt before a Court, pending Court case or any other outstanding matter, this will be referred to the Department's Screening Committee for consideration. The existence of a conviction or finding of guilt before a Court does not automatically preclude you from engagement in the education and training sectors. The Screening Committee considers all information in relation to your situation before coming to a conclusion as to your suitability, and you may be asked to provide a statement and/or references. Police history information is destroyed once the Department has made an assessment, and in the case of refusal, once all review processes, if any, have been exhausted.

POST-COMPULSORY STUDENTS ENROLLING AT A PUBLIC SCHOOL

Individuals seeking to enrol at a Public school as a post-compulsory student are required to consent to a National Police History Check. The relevant school or college will assist you with your application and will liaise with the Screening Unit concerning the outcome of the criminal screening for these applicants. **The fee for post-compulsory students is \$46. This is non-refundable.**

100 POINT IDENTIFICATION CHECK

In order to verify your identity, you are required to provide **COPIES** of at least 100 points of identification using the points allocated in the boxes below. One item from the **Primary** Identification box is **compulsory**. The remaining 30 points must be made up from the Secondary Identification boxes. If applying to enrol at a Department of Education School or College, your copies will be **Certified** by a School/College's enrolling officer.

HELP

If help is required, ask for help from the staff member assisting you to enrol. If you require further assistance, please contact the Department of Education's Screening Unit at screening@education.wa.edu.au or telephone 9264 4391.

Your completed application, together with **CERTIFIED COPIES** of your 100 point ID documents, and any other information you have been asked to attach, should be provided to the school you are seeking to enrol at.

Schools should send completed applications, with payment of **\$46** per student, to:

Screening Unit Department of Education Locked Bag 2 EAST PERTH WA 6892

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE



Government of **Western Australia**
Department of **Education**

PLEASE DO NOT PRINT OR PHOTOCOPY THIS FORM DOUBLE-SIDED.

SECTION 1: PERSONAL INFORMATION

Employee Student on Practicum Volunteer Other (please specify)

Names by which I am, or 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 and gender

Date of birth

/ /
dd mm yyyy

Sex

Male

Female

Unspecified

Place of birth

Suburb/Town

State/Territory

Country

Permanent residential address over the last five 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

Number/Street

Period of residence

/ / to / /

Suburb/Town

State /
Territory

P/code

Country

Previous

Number/Street

Period of residence

/ / to / /

Suburb/Town

State /
Territory

P/code

Country

Previous

Number/Street

Period of residence

/ / to / /

Suburb/Town

State /
Territory

P/code

Country

Contact details

Phone: Home

Work

Mobile

Email

Other details (if applicable)

Australian driver's licence no.

State issued by

Passport no.

Country of issue



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".

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:

- one document from Category A;
- **AND** one document from Category B, **OR** two documents from Category C;
- 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 Scored
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) 	
Category B — Each document is worth 40 points <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 	

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

Applicant Category	Document	Points Value	Points Scored
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document – refer to www.education.wa.edu.au/screening	100	

VERIFICATION OF IDENTITY

NOTE: To be completed by the Accredited Organisation or its Customer, e.g. a school or TAFE College, as defined in the Australian Criminal Intelligence Commission (ACIC) Terms of Service:

I declare that I have sighted the Applicant's original, or certified true copy of documents, and that the Applicant has met the Minimum Identity Requirements above. I am satisfied as to the correctness of the Applicant's identity:

Signature	Date	Printed name
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SECTION 3: 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

SECTION 4: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS)

I, hereby:
Surname (*Primary*) First and middle (*Primary*)

1. acknowledge that I have read the General Information in Section 6 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 5 of this form is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
 - i. ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - ii. the police agencies disclosing to ACIC, from their records, Police History Information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - iii. ACIC disclosing the information sourced from the police agencies to the Accredited Organisation named in Section 5 of this form; and
 - iv. the Accredited Organisation named in Section 5 of this form disclosing to the employer/organisation I am seeking employment with 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 3 of this form;
8. acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose identified in Section 3 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 5 of this form (including contractors or related bodies) located in Australia or overseas; 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.

Applicant's Signature

Date

dd mm yyyy



SECTION 5: ACCREDITED ORGANISATION DETAILS

Accredited Organisation

Department of Education – Western Australia

ABN

69 769 481 770

(Legal name)

Address

151 Royal Street, East Perth, Western Australia, 6004

SECTION 6: GENERAL INFORMATION

General information

Australian Criminal Intelligence Commission (ACIC) 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 5. ACIC 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.

ACIC 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. ACIC recommends that you seek further information from the Accredited Organisation at Section 5 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 ACIC 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 ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies.

ACIC and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to:

- the Accredited Organisation named in Section 5 above; and
- where applicable, the Employer/Organisation you are seeking employment with.

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 conviction legislation.

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

Commonwealth	www.commlaw.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
Australian Capital Territory	www.legislation.act.gov.au
Tasmania	www.thelaw.tas.gov.au
Northern Territory	www.nt.gov.au/dcm/legislation/current.html

Limitations on accuracy and use of PHI

While every care has been taken by ACIC and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by ACIC depends on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and is based on the information provided on 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.

ACIC contact details

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact the ACIC's National Police Checking Service on:

Phone: (02) 6268 7900 or

Email: npcs@acic.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 personal information you have provided on this form is correct.

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



Department of Education – Western Australia

Name			
Date of Birth		Mobile phone	
Position applying for / Reason for Police check (please tick 1 box below, or, tick 'Other' and describe the reason you are having a Police check):			
<input type="checkbox"/> Aboriginal & Islander EO	<input type="checkbox"/> Canteen Worker	<input type="checkbox"/> Education Assistant	<input type="checkbox"/> Manager Corporate Svcs
<input type="checkbox"/> Post-compulsory student	<input type="checkbox"/> Public Servant	<input type="checkbox"/> School Chaplain	<input type="checkbox"/> School Cleaner
<input type="checkbox"/> School Gardener	<input type="checkbox"/> School Maintenance	<input type="checkbox"/> School Officer	<input type="checkbox"/> School Psychologist
<input type="checkbox"/> School Volunteer	<input type="checkbox"/> Swimming Instructor	<input type="checkbox"/> TAFE Lecturer	<input type="checkbox"/> TAFE student on prac.
<input type="checkbox"/> TAFE Volunteer	<input type="checkbox"/> TAFE - Other	<input type="checkbox"/> Teacher	<input type="checkbox"/> University student on prac.
<input type="checkbox"/> Other (please describe)			
Employer (please state the name of your proposed employer, e.g. Department of Education; North Metropolitan TAFE)			
Location (please state where you will be working, if known, e.g. Perth Primary School; Staffing Directorate; Perth Catholic College)			
University name or TAFE College name (if you are a student on practicum, please state the University or TAFE College name where you are studying)			

Please answer carefully the following questions: (circle Yes or No)

1.	Are you the subject of any criminal or traffic charges (not including parking infringements) that are still to be determined or finalised? (if you answered yes , you must attach details on a separate sheet)	Yes	No
2.	Do you have any adult convictions or findings of guilt in relation to any offence that are NOT protected by Commonwealth, State or Territory spent convictions legislation or information release policies? - see www.education.wa.edu.au/screening (if you answered yes , you must attach details on a separate sheet. While you are not obliged to disclose any convictions that are 'spent', you are hereby advised that the Australian Criminal Intelligence Commission will release details of all WA spent convictions as part of this criminal record check. The Department is entitled to receive these details and consider them in determining your suitability for employment in accordance with the Department's exemption under the <i>Spent Convictions Act 1988</i>)	Yes	No
3.	Have you ever been the subject of any investigation or disciplinary action relating to your good character, by a previous employer, where you were not fully exonerated by that employer, in respect of conduct relevant to assessing whether or not you are of good character and suitable for employment in the education and training sectors? (if you answered yes , you must attach details on a separate sheet)	Yes	No

Volunteer authentication by Principal or Organisation

This section must only be completed by Volunteers

(Employees and University & TAFE practicum students are **not** volunteers and should **not** complete this volunteer section)

<p>I, _____ of _____ (Principal's name) (name of school / TAFE / agency)</p> <p>certify that the applicant named in this form is a genuine volunteer who will be working in the Western Australian education or training sector, with or near children, with no remuneration. This volunteering is not a practicum.</p> <p>Signature: _____ Date: _____</p>
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Department of Education – Western Australia

PAYMENT

- FEE:**
- \$46.00** • Employees
 - University and TAFE students on practicum
 - Post-compulsory students enrolling at a public school

 - \$10.00** • Volunteers

HOW TO PAY:

▪	Cash or EFTPOS <i>(payment in person only at the Department of Education, 151 Royal Street, East Perth; 8:30am – 4:00pm)</i>
▪	Cheque <i>(made out to Department of Education)</i>
▪	Money Order <i>(made out to Department of Education)</i>
▪	Credit Card (Visa or MasterCard only) <i>(complete details below)</i>

CREDIT CARD PAYMENT:

Applicant name: _____

Card type: (please tick 1 box) Visa MasterCard

Card Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Amount:

\$ _____

Expiry date:

_____ / _____

Cardholder name:

Cardholder signature:

Please **post** your completed form to the Department of Education's Screening Unit at the address below, together with **certified copies** of your 100 point ID documents, any other information you have been asked to attach, with the fee as outlined above. Do not post original identification documents.

Screening Unit Department of Education Locked Bag 2 EAST PERTH WA 6892

Emailed applications can only be accepted from a school or TAFE College, on behalf of the applicant, if the applicant arranges for the school or TAFE to **verify** their identity by sighting their 100 point certified ID documents, completing the **Verification of Identity** section, with the school or TAFE emailing the application to screening@education.wa.edu.au **Applicants cannot email their own application.** Applicants can post their application with the certified copies of their 100 point ID documents.

For assistance, please phone the Screening Unit on 9264 4477.