

**1. Purpose of NPC**

 Enter the relevant code number from the table at **Section 1: Purpose of NPC on the Application completion Guide** (e.g. Fire fighting/prevention = Code No 15)

 Code Number: **40**
**If a code is not specified this application will be processed as a Standard Disclosure (Code 39).**

 If the purpose is not listed or you are unsure please email Criminal Records Client Services [criminalrecords-clientservices@afp.gov.au](mailto:criminalrecords-clientservices@afp.gov.au) for assistance.

**2. Applicant Details** Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name					
All Given Names					
Date of Birth (DD/MM/YYYY)	/	/	Gender: Male	<input type="checkbox"/>	Female: <input type="checkbox"/>

**Previous or Other Names** by which you are known or have been formerly known must be listed below (eg. maiden, deed poll). If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included 

Family Name: (include all name changes and maiden name)		Given Names	Date of Birth	
			/	/
			/	/
Place of Birth	Town			State
Country				
Telephone Numbers: Home		Work		Mobile
Australian Drivers Licence Number		Issuing State:		<input type="checkbox"/> Copy Attached

**Current Residential Address – Complete in FULL**

Unit No.	Street No.	Street Name / Street Type		
Suburb/City				Post Code
State	Country	Residency From		
		/ /		

**Previous Residential Address – Complete in FULL**

Unit No.	Street No.	Street Name / Street Type		
Suburb/City				Post Code
State	Country	Residency From		
		/ /		

**3. Organisation Details (For use by AFP Account holders only)**

Organisation/employer name	Client Code:	Client Reference Number
CLEAN ENERGY REGULATOR		

#### 4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

#### 5. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 3 – 6) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form relates to me and is correct.
- iii. I acknowledge the details contained on this form, will be forwarded to the AFP, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

**Applicant's Signature**

**Date**     /     /

**If you are under 18 years of age please provide consent below from a parent/guardian.**

**Parent/Guardian Signature**

**Date**     /     /

**Parent/Guardian name printed in full**

## Application Completion Guide

### **BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY**

#### **Section 1: Purpose of NPC**

Applicants must choose **one purpose only** from the following list. Identify the relevant code and insert in the appropriate box on page 1 of the NPC form.

Code number		
	<b>Commonwealth Employment / Purpose</b>	
<b>40</b>	Commonwealth purpose ONLY	Unspent offences

#### **Section 2: Applicant details**

Please ensure ALL applicant details are provided including all current and previous names, telephone contact numbers, drivers licence details etc.

If there is insufficient room, please attach a separate sheet, ensuring that it is signed and dated.

#### **Section 3: Organisation details**

This section relates to AFP account holders only and should not be used unless previously advised.

#### **Section 4: Mailing Address of Police Certificate**

The National Police Certificate will be mailed to the organisation listed at Section 3.

#### **Section 5: Consent**

This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting a NPC on their son/daughter/ward.

## **Spent Convictions Legislation**

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table above – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the *ACT Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

## **Provision of False or Misleading Information**

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

## **Disputed Record Enquiries**

If you believe the information provided on your police certificate is incorrect or inaccurate a Disputed Record form (CR 1200) is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

**The Privacy Commissioner** is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992. The following requirements must be met when submitting an AFP National Police Check (NPC).

## **Account Customer - Completion Check List**

Failure to meet the required standards will result in the form being returned for amendment.

- **Ensure Section 1 Purpose of NPC has been completed**
- **Acceptable identification must accompany the application unless you have been otherwise advised. Do not send original documents.**
- **Guide to identity documents is at page 6**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- If completing by hand use **BLOCK LETTERS** and **black ink.**
- Mark the appropriate check boxes with a cross (X).
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide (pages 3 – 6 of this form) to the AFP. Please retain these for your reference.

# PROOF OF IDENTITY

<b>Proof of Identity (POI) Verification Check (Individuals / Associates / Representatives)</b>																																
<p><b>Personal identification Verification checklist</b></p> <p>An applicant must establish their Identity and those individuals listed by an applicant by providing documents from the list (to the right) certified as true copies of the original (see note). Originals may also be sighted and copied by staff if the delegate directs.</p> <p>An applicant must provide at least one primary document and two or more secondary documents. (Reg 15 ANREU Regulations 2011 &amp; Reg 4.6 CFI Regulations 2011)</p> <p><b>Certification</b> (Reg 3 ANREU Regulations 2011 &amp; Reg 4.1 CFI Regulations 2011)</p> <p><b>Note:</b> the following people can certify photocopies of documents:</p> <ul style="list-style-type: none"> <li>• bank, building society or credit union officer with 5 or more continuous years' service</li> <li>• commissioner for declarations;</li> <li>• judge of a court</li> <li>• justice of the peace</li> <li>• legal practitioner</li> <li>• medical practitioner</li> <li>• minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961</li> <li>• police officer</li> <li>• sheriff or a sheriff's officer</li> </ul> <p><b>What information must authorised signatories provide?</b></p> <p><b>Certifier must state;</b></p> <p>I certify that this document is a true copy of the original document sighted by me.</p> <p>Signature Name Qualification (e.g. Justice of the Peace) State/Territory in which qualification conferred Date</p>	<p><b>Document</b> (For Foreign individuals Refer to Schedule 1, 2 &amp; 3 (ANREU and CFI Regulations 2011))*</p> <p style="text-align: center;"><b>Primary documents</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Current Passport issued by the Commonwealth</td><td style="width: 10%;"></td></tr> <tr><td>Birth certificate issued by a state or Territory</td><td></td></tr> <tr><td>Australian Citizenship certificate</td><td></td></tr> <tr><td>Foreign Passport or similar issued for international a) Issued by a foreign government or United Nations b) Contains a photograph and signature of the individual to whom it is issued c) Has evidence of the individuals Australian immigration status*</td><td></td></tr> <tr><td>National Identity Card *</td><td></td></tr> <tr><td>Birth certificate issued by a foreign government or United Nations*</td><td></td></tr> </table> <p style="text-align: center;"><b>Secondary documents</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Australian driver's licence <sup>3</sup></td><td></td></tr> <tr><td>Medicare card</td><td></td></tr> <tr><td>Utility bill<sup>1</sup> e.g. electricity, gas, telephone<sup>2</sup> or Council rates notice</td><td></td></tr> <tr><td>A document issued by foreign government that identifies the individual*</td><td></td></tr> <tr><td>A marriage certificate issued by a foreign Government*</td><td></td></tr> <tr><td>A drivers licence issued by a foreign government*</td><td></td></tr> <tr><td>Firearms Licence<sup>3</sup></td><td></td></tr> <tr><td>Secondary school or tertiary education student identification card<sup>4</sup></td><td></td></tr> <tr><td>Reference from Indigenous Organisation*</td><td></td></tr> </table> <p><b>*If a person who is required to provide an identity document, is not in Australia at the time the document must be provided — a copy of a document must be certified as a true copy by:</b></p> <p style="padding-left: 40px;">i) an Australian embassy, Australian High Commission or Australian consulate (other than a consulate headed by an honorary consul); or ii) a competent authority under the Convention Abolishing the Requirement of Legalisation for Foreign Public Documents done at The Hague on 5 October 1961.</p> <p><b>Note: Information about competent authorities under the convention can be found on the Hague Conference on Private International Law's website at <a href="http://www.hcch.net">www.hcch.net</a>.</b></p> <p><b>An Apostille Certificate can be obtained from a Hague Apostille Convention Competent Authority to authenticate a document issued overseas.</b></p> <p><b>If the original document is in a language other than English, a written translation must be provided which is certified as a true and correct copy by an authorised translation service such as an appropriate embassy or a professional translation service accredited by the National Accreditation Authority for Translators and Interpreters (NAATI).</b></p> <p>(Reg 16 ANREU Regulations 2011 &amp; Reg 4.4 CFI Regulations 2011)</p> <p><b>* For indigenous Applicants refer to CFI Regulation 4.7&amp; ANREU Regulation 19.</b></p>	Current Passport issued by the Commonwealth		Birth certificate issued by a state or Territory		Australian Citizenship certificate		Foreign Passport or similar issued for international a) Issued by a foreign government or United Nations b) Contains a photograph and signature of the individual to whom it is issued c) Has evidence of the individuals Australian immigration status*		National Identity Card *		Birth certificate issued by a foreign government or United Nations*		Australian driver's licence <sup>3</sup>		Medicare card		Utility bill <sup>1</sup> e.g. electricity, gas, telephone <sup>2</sup> or Council rates notice		A document issued by foreign government that identifies the individual*		A marriage certificate issued by a foreign Government*		A drivers licence issued by a foreign government*		Firearms Licence <sup>3</sup>		Secondary school or tertiary education student identification card <sup>4</sup>		Reference from Indigenous Organisation*		<p><b>Please Tick</b></p>
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<sup>1</sup> (a) contains the individual's name; contains the individual's street address; and

(b) records the provision of services by the local government body or utilities provider to that address or the individual.

<sup>2</sup> Must be issued within three months and contains name, street address and records services provided to that address.

<sup>3</sup> Must include the individuals signature, photograph and street address as stated in the application.

<sup>4</sup> Must include a photograph of the individual and be issued by an accredited state or Commonwealth education authority.

