

## NATIONAL POLICE CHECK CONSENT FORM

Please read the General Information sheet attached and complete all sections of this Form. **NSW Health is required to sight your original identifying documents as per NSW Health's Identification Checklist.**

Is this a renewal check (e.g. Aged Care)  Yes  No

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names.  
 With each additional name you provide, you must include your family name, first given name and other given names (if applicable).  
 Example:  
 When Lucianne was born, she was given the first name of Lucianne, second given name Jane and Surname Jones. When she married, she changed her name to Smith. Lucianne commonly uses the Lucy when introducing herself in the community.  
 As such, Lucianne has four known names – her current name, maiden name, the alias she used before she got married and the alias she uses now. She needs to provide all four names when completing this form as follows:  
**Current Name:** Smith, Lucianne Jane  
**Maiden Name:** Jones, Lucianne Jane  
**Alias name:** Smith, Lucy Jane  
**Previous name:** Jones, Lucy Jane

	Family Name	Given Name (Primary)	Given Name 2	Given Name 3
<b>Primary Name</b>				
<b>Maiden Name</b>				
<b>Previous/Alias Name 1</b>				
<b>Previous/Alias Name 2</b>				
<b>Previous/Alias Name 3</b>				
<b>Previous/Alias Name 4</b>				
<b>Gender</b>	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified		<b>Date of Birth</b>	/ / (dd/mm/yyyy)
<b>Place of Birth</b>	<b>Suburb/Town:</b>			
	<b>State:</b>		<b>Country:</b>	
<b>Current Residential Address</b>	<b>No/Street:</b>			
	<b>Suburb/Town:</b>			
	<b>State:</b>		<b>Postcode:</b>	<b>Country:</b>
<b>Residing at above address from:</b>				
<b>Previous Address (over the last 5 years)</b>				
<b>Previous Address (if any)</b>	<b>No/Street:</b>			<b>Period of Residence: If actual dates are unavailable, details of year of residence will suffice</b>
	<b>Suburb/Town:</b>			
	<b>State:</b>	<b>Postcode:</b>	<b>Country:</b>	
<b>Previous Address (if any)</b>	<b>No/Street:</b>			<b>Period of Residence</b>
	<b>Suburb/Town:</b>			<b>From: To:</b>
	<b>State:</b>	<b>Postcode:</b>	<b>Country:</b>	
<b>Previous Address (if any)</b>	<b>No/Street:</b>			<b>Period of Residence</b>
	<b>Suburb/Town:</b>			<b>From: To:</b>
	<b>State:</b>	<b>Postcode:</b>	<b>Country:</b>	
<b>Email</b>				
<b>Telephone No</b>		<b>Mobile:</b>	<b>Business:</b>	<b>Private:</b>
<b>Position</b>			<b>Type of Position</b>	<input type="checkbox"/> Paid <input type="checkbox"/> Volunteer
<b>If you have used one of these documents to verify your identity, please fill in these details:</b>				
<b>Driver's Licence (Number)</b>		<b>Issuing State:</b>		
<b>Passport (Number)</b>		<b>Issuing Country:</b>		

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<b>Firearms Licence</b> (Number)		<b>Issuing Agency:</b>
(Office Use Only) Notes/Adjustments made to consent form after verifying Identity Documents		

1. I acknowledge that I understand the information on this form.
2. I acknowledge that NSW Health is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies for a national Police check to be conducted;
3. I have fully and accurately completed this form, and the personal information I have provided relates to me, and contains my full name and all names previously and currently used by me;
4. I acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995 (Cth)*.
5. I acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my risk and I am aware of the consequences of sending information in these ways.
6. I am aware that I am providing consent for a national Police check to be conducted using all personal information provided in this form and provided in supplied identity documents
7. I acknowledge that the national Police check is being submitted for the purpose of unsupervised contact with vulnerable groups as a requirement of working in NSW Health and that this is not a Working with Children Check. I understand and consent to the police information relating to me being disclosed in accordance with the purpose of the check and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation)
8. I give consent to:
  - (i) The ACIC and police agencies using and disclosing my personal information that I have provided in this form and personal information contained in my supplied identity documents to conduct a national Police check;
  - (ii) The ACIC disclosing the police information sourced from the police agencies to NSW Health;
  - (iii) NSW Health disclosing to the legal entity employer my personal information and police information to assess my suitability for the role I have applied for.
9. I acknowledge that it is usual practice of my personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*.
10. I acknowledge that any information provided by me on this form relates specifically to my engagement within NSW Health.
11. I am aware that if any such records are identified, NSW Health may seek additional information relating to that record from sources such as courts, police, prosecutors and past employers
12. I understand that the purpose of seeking this information is to enable a full and informed employment risk assessment and that where other information is available, NSW Health will obtain that information for employment risk assessment purposes only.

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

Applicant's  
 Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Consent** - If you are under 18 years of age, a parent or guardian must provide consent.

Parent / Guardian Details

Name  
 (printed  
 in full): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Terms to be used in this form**

## GENERAL INFORMATION - National Police Check Consent Form

**National Police Check** – Describes both: the checking process undertaken by the ACIC and police, and the result received by the accredited body. Commonly known as a ‘police check’.

**Australian Criminal Intelligence Commission (ACIC)** – Australian Government agency responsible for facilitating access to national Police checks.

**Personal Information** – Information about you, including any information contained in your identity documents

**Police Information** – Information released as part of a national Police check.

### What is a National Police Check (NPC)?

A national Police check is conducted with your informed consent to determine your suitability for employment, a position of trust or as required by legislation. A national Police check contains your personal information, and any relevant police information about you, according to the purpose of your national Police check.

### PRIVACY NOTICE

#### How will my information be used?

##### *The ACIC and Australian police agencies*

The ACIC and Australian police agencies use the information on this form and the applicant’s identity documentation:

- to disclose police information relating to you, to NSW Health.
- to update records held about you
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*

##### *The employer – NSW Health*

The accredited body or its legal entity customer uses the personal information collected in this form to request a national Police check and to assure itself of your identity.

You can contact NSW Health for more information on how they handle your personal information using the contact details at the end of this section

#### *How is my national Police check result determined?*

Police information is disclosed in accordance with applicable spent conviction legislation and information release policies of the Australian Government and state and territory governments.

These links may help you source information on spent convictions:

Australian Government	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Australian Capital Territory	<a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a>
New South Wales	<a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>
Northern Territory	<a href="http://www.legislation.nt.gov.au">www.legislation.nt.gov.au</a>
Queensland	<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>
South Australia	<a href="http://www.legislation.sa.gov.au">www.legislation.sa.gov.au</a>
Tasmania	<a href="http://www.thelaw.tas.gov.au">www.thelaw.tas.gov.au</a>
Victoria	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>
Western Australia	<a href="http://www.legislation.wa.gov.au">www.legislation.wa.gov.au</a>

#### *How do I dispute my result?*

If you do not agree with the results of your national Police check, contact NSW Health, using the contact details on page 1 or your employing organisation and tell them you want to dispute the result. NSW Health accepts and escalates all disputes.

#### *Providing incomplete, false or misleading information*

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form is a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995 (Cth)*. If you become aware you have provided incorrect information you must contact NSW Health as soon as possible.

*If you have any questions concerning this form, please contact Employment Screening and Review Unit, HealthShare NSW on 02 8848 5175 or [hsnsw-esruenquiries@health.nsw.gov.au](mailto:hsnsw-esruenquiries@health.nsw.gov.au)*

# Appendix 5 - Identification Checklist for consent to undertake a National Police Check (NPC)



## Instructions

- a) To lodge a National Police Check (NPC), original identifying documents must be sighted (scanned or photocopied certified copies are not acceptable), checked against each other and the applicant for linkage and consistency (refer Information Sheet on [NSW Health Intranet](#)) and against the applicant's completed NSW Health NPC Consent Form and this Checklist completed. This must be by a NSW Health staff member (as appropriately delegated). There is no requirement to retain copies of the identification documents.
- b) The combination of documents sighted must include the applicant's full name, date of birth and photograph: If the applicant is unable to provide a photo in a *Commencement of identity/Primary Use in Community/Secondary Use in Community* document, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)* must be provided.
- c) As a minimum requirement, the applicant must provide four identity documents:
  - one 'commencement of identity' document (Section 1 below)
  - one 'primary use in the community' document (Section 2 below)
  - two 'secondary use in the community' document (Section 3 below)
 If they cannot meet these requirements, refer to the Special Provisions (Section 4 below)
- d) **Change of Name-** If an applicant provides identity documents using a former name, such as a maiden name, they must provide evidence of the name change in addition to the four identity documents. This means providing a:
  - change of name certificate issued by an Overseas Government Agency or Australian Registry of Births, Deaths and Marriages or
  - Marriage certificate issued by an Overseas Government Agency or an Australian state or territory (church or celebrant issued certificates are not accepted) or
  - Deed Poll.
- e) **Evidence of ability to work in Australia:** If the documents do not include an Australian /New Zealand passport or Australian birth/citizenship certificate, a valid visa or work permit allowing the person to work in Australia must be sighted.

Applicant's Full Name: \_\_\_\_\_

Mandatory record of identifying documents sighted:						
Description of document	Full name on document (including middle names)	Date issued	Place/ Office of issue/ issuing organisation	Expiry date	Checked Against NPC Consent Form	Document Type(eg Commencement, Primary or Secondary)
Mandatory record of document sighted that confirm person's ability to work in Australia						

I have checked the details provided above against the applicant's National Police Check consent form as required at point (a) above, and I confirm:

- the names in the ID documents are the same (or are linked), address details are consistent and signatures and photos match and are the same as the person presenting them, and
- the names in the ID documents are included in the consent form, and
- any reference numbers for documents detailed in the consent form match those I have sighted today, and
- the applicant has provided evidence that they are allowed to work in Australia, as required at point (e) above

I have confirmed with the applicant that all aliases / former / middle names are included in the consent form.

Full Name: -----Position: ----- Employee Number: -----

NSW Health Organisation: -----Signature: ----- Date: -----

## Documents

### Section 1: Commencement Documents

- a) Full **Australian Birth Certificate** (not extract or birth card)
- b) Current **Australian passport** (not expired)
- c) **Australian Visa** current at the time of entry to Australia as a resident or tourist
- d) **ImmiCard** issued by 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 Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- f) **Document of Identity** issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g) Certificate of **evidence of resident status**.

### Section 2: Primary Use in the Community Documents

- a) Current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a 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 the name of the applicant, with a signature and photo
- e) Current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f) For persons under 18 years of age with no other Primary use in the Community Documents, a **current student identification card** with a signature or photo.

### Section 3: Secondary Use in the Community documents

- a) **Certificate of identity** issued by Foreign Affairs and Trade.
- b) **Document of identity** issued by Foreign Affairs and Trade.
- c) **Convention travel document secondary** (United Nations) issued by Foreign Affairs and Trade
- d) **Foreign Government issued documents** (for example -drivers licence)
- e) **Medicare Card**
- f) **Enrolment with the Australian Electoral Commission**
- g) **Security Guard or Crowd Control photo licence**
- h) **Evidence of right to an Australian Government Benefit** (Centrelink or Veterans' Affairs)
- i) **Consular Photo Identity Card** issued by 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**

### Translation of identity documents to English

If an identity document is provided in a language other than English, an accredited translation must be obtained from the National Accreditation Authority for Translators and Interpreters.

## Section 4 – Special Provisions

### Special Provision 1 – where the applicant cannot provide from all three categories

Where the applicant cannot provide a:

- **Commencement in the Community document, they must provide:**
  - One primary use in the community document and
  - Three secondary use in the community documents, one of which must contain a photograph
- **Primary use in the Community document, they must provide:**
  - One commencement of identity document and
  - Three secondary use in the community documents
- **Secondary use in the community document, they must provide:**
  - One commencement of identity document and
  - Three primary use in the community documents

At least one document provided must contain proof of the applicant's full name, date of birth and photograph. If the applicant cannot provide a document with a photograph, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the **Statutory Declarations Regulations 1993 (Cth)**.

### Special Provision 2 – Verification of an applicants claimed identity by an authorised referee

If the applicant cannot provide any identity documents from the three special provision categories, they must provide a:

- Passport-style photograph certified by a person listed in Schedule 2 of the **Statutory Declarations Regulations 1993 (Cth)** and
- An authorised referee report that substantiates their claim

The authorised referee must:

- Meet the Australian Criminal Intelligence Commission's authorised referee requirements
- Complete the required sections in the special provisions form, including a declaration
- Provide, if requested, a written reference confirming the applicant's identity on company or/organisation letterhead.

### Special Provision 3 – Verification of the applicant's identity with a parent, legal guardian or authorised agent

Access to this provisions is restricted to applicants who:

- are under 18 years of age
- have a disability requiring part or full-time care from an authorised agent
- were raised in foster care or similar arrangements

To meet the requirements of Special provision 3, the applicant, parent, legal guardian or authorised agent must all meet these minimum proof of identity requirements.

Applicant must provide:

- one identity document containing a photograph from the *Commencement of identity/Primary Use in Community/Secondary Use in Community* categories. If they cannot, they must submit a passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Parent, legal guardian or authorised agent must:

- confirm their own identity by meeting the minimum proof of identity requirements and
- provide a documentary link between the child and the parent or legal guardian, such as the child's birth certificate or provide a documentary link between the applicant and their authorised agent, such as a signed power of attorney.

### Special Provision 4 – limited to overseas applicants not in the country at the time of the check

Applicant must provide:

- a current overseas passport and
- **three of any of the following:** a foreign driver's licence, a birth certificate, bank card, evidence of qualifications from a tertiary institution, utility bill, government issued ID card, evidence of membership of professional association

Certified copies of original documents must be sighted before lodgement of NPC and originals provided after arrival in NSW.