



Corpsec Pty Limited

ABN 26 068 739 819 Master Licence No 4 08295471
 Tel: +61 2 6293 3488 Fax: +61 2 6293 3133
 Email: vetting@corpsec.biz
 All correspondence to: PO Box 1037, TUGGERANONG ACT 2901

NATIONAL CRIMINAL HISTORY RECORD CHECK

Completing and Returning the Forms

1. **Complete and print forms**
2. **Sign and Date forms**
3. **Have signature and proof of ID certified by a person who can certify a document as a true copy of an original**

Justice of the Peace	Legal practitioner enrolled on the roll of the Supreme Court of a State or Territory or the High Court of Australia
Notary public	Police officer
Magistrate	Australian consular/diplomatic officer
CEO of a Commonwealth court	Officer of a financial institution *
Registrar or deputy registrar of a court	Officer of a finance company *
Judge of a court	Agent of Australia Post that is in charge of a post office
Permanent employee of Australia Post employed in a post office*	Officer/authorised representative of a holder of an Australian Financial Services licence *
Public employees - current full-time employees of Commonwealth Government or Statutory Authorities, who have been employed for at least 5 years	Member of the Institute of Chartered Accountants in Australia, CPA Australia or National Institute of Accountants *

** must have 2 or more continuous years of service/membership*

You must make sure that the person certifying is on the above list, they use the wording "CERTIFIED TRUE COPY", they sign and date the copy and they print their name and profession or qualification.

4. Include Proof of ID.

Ensure that 100 points ID is presented to the HR officer. For a list of acceptable documents and their point value please see below.

100 POINT IDENTIFICATION CHECK	
The point score of documents produced must total at least 100 points and original proof of identity must be sighted with photocopies certified as "true copies of the original".	
ITEM	VALUE
PRIMARY DOCUMENTS – Only one may be submitted	
<ul style="list-style-type: none"> ▪ Passport (current or expired within last two years, but not cancelled) ▪ Australian Birth Certificate ▪ Australian Citizenship Certificate 	70
SECONDARY DOCUMENTS – You may use several of the following to reach 100 points (The first acceptable document scores 40 points, but subsequent documents only score 25 points each.)	
These documents must have your photo and/or signature and be current:	
<ul style="list-style-type: none"> ▪ Licence issued under Australian law (e.g. Driver's Licence) ▪ Government Authority or Public Service employee's ID card ▪ Social Security, Health Care or Pension card ▪ Tertiary Education Institution ID card 	40 / 25
These documents must show your full name and be current: (If you wish to count more than one bank document or card, each document MUST be issued by a different Financial Institution (FI). If documents are from the same FI only one can be counted)	
<ul style="list-style-type: none"> ▪ Medicare card ▪ Foreign Driver's Licence ▪ A bank/credit union/building society passbook, statement or debit/credit card 	25
These documents must show your full name (not just initials) and current address:	
<ul style="list-style-type: none"> ▪ Utility bill (e.g. telephone, water, electricity, gas, council rate notice) 	25

5. Send completed, signed forms by Express Post or Registered Post to:

Vetting Administrator
 Corpsec Pty Limited
 PO Box 1037
 Tuggeranong ACT 2901



**NATIONAL CRIMINAL HISTORY RECORD CHECK
APPLICATION FORM**

STAFF-IN-CONFIDENCE (when completed)

PERSONAL INFORMATION

NAMES BY WHICH I AM OR HAVE EVER BEEN KNOWN (including changes by Deed Poll)	
1. _____ Surname	_____ Given Names
2. _____ Surname	_____ Given Names
SEX: M <input type="checkbox"/> F <input type="checkbox"/>	Date of Birth: / / Day / Month /Year
_____	_____
Place of Birth	Phone Number
_____	_____
Driver's Licence Number	State/Territory
_____	_____
Passport Number	Passport Country
_____	_____
Date Issued	Place Issued

Permanent Residential Address over Last Five Years

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. <i>Attach list if insufficient room.</i>	If actual dates are unavailable, Details of year of residence will suffice
Current	Period of residence
Street Address: Country: State: Postcode:	/ / to / /
Street Address: Country: State: Postcode:	/ / to / /
Street Address: Country: State: Postcode:	/ / to / /
Street Address: Country: State: Postcode:	/ / to / /

100 Points of ID included and sighted by:

Name _____ Position _____

Signature _____ Date: _____



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NATIONAL CRIMINAL HISTORY RECORD CHECK GENERAL INFORMATION

This Form is used by Corpsec Pty Limited so as to obtain a National Criminal History Record Check with your consent and at your request. Unless statutory obligations require otherwise, the information provided on this Form will not be used without your prior consent for any purpose other than the purpose for which it has been requested.

CRIMINAL HISTORY RECORD CHECK

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services¹ for checking action. By signing the Form you are providing your consent to these agencies:

- a) disclosing criminal history information that pertains to you from their own records to Corpsec Pty Limited; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to Corpsec Pty Limited.

Such criminal history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

SPENT CONVICTIONS SCHEMES

Commonwealth

Part VIIC of the *Crimes Act 1914* deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction for a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Privacy Commissioner).

The law affects Commonwealth authorities in the following ways:

- a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;

Commonwealth authorities are prohibited from disclosing or taking into account protected old conviction information without the consent of the person concerned.

Part VIIC of the *Crimes Act 1914* and *Crimes Regulations 1990* provide for "statutory" or "regulatory" exclusions from the disclosure and use standards for spent convictions only.

Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as "spent" or "rehabilitated" convictions) will not be released. Please contact individual police services directly for further information about their release policies and any legislation that affects them.

PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the form.

¹ Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.