

Application Form & Instructions

Consent to Check and Release National Police Record

Completing and lodging your application form

Please ensure that you:

- Print within the boxes in BLOCK LETTERS e.g.
- S M I T H
- Place one character per box. Leave a space between each word.
- All sections (A to G) must be completed or the application will be returned. Include your daytime contact phone number or mobile number on the application form in section B, page 5 should any clarification be required.
- Leave boxes blank if you are not required to complete a part of a section. Do not alter or delete the wording on this form in any way.
- Sign and date the application form in the presence of the same person certifying the proof of identity documents (see instructions section F, page 3).
- Attach your identification documents that have been certified by a person listed in section F, page 3 of these instructions. The certifier must also witness your signature.
- Please visit www.police.vic.gov.au/policecheck for payment options. A tax invoice will only be issued upon request.
- Complete Applicant's Checklist (page 8). Detach and forward the application form and relevant documents to:

Public Enquiry Service Victoria Police GPO Box 919 MELBOURNE VIC 3001

Contact information:

Internet: www.police.vic.gov.au

How to complete your Consent to Check and Release National Police Record Application Form

Section A - Type of check required (This section must be completed)

- Select either national name check for a name search (usually sufficient for most employment/licensing purposes) or national name check and fingerprint records search. If you are not sure which type of check you need, ask the organisation or person who is requesting the certificate.
- Fingerprints will only be taken by appointment via our website at www.police.vic.gov.au/policecheck
 - A member of Victoria Police is required to complete the Victoria Police Use Only section. When fingerprints have been taken
- the member will forward the application form, identification and payment to the Public Enquiry Service (DX210075) for processing. Ink prints (if applicable), are to be forwarded with this documentation to the Public Enquiry Service (DX210075).

Section B - Details of applicant (This section must be completed)

- Enter the following in the boxes provided.
 - Your current name in full (i.e. include family and all given names).
 - All names or aliases by which you are or have previously been known, including your maiden name. Also indicate if they are a
 'Former name' or 'Also known as' name. If you require more space to record additional previous names please cross the box
 provided to generate an attachment.
 - Gender (woman/man/self-described).
 - Your daytime contact phone number/mobile should clarification of details be required.
 - Your date and place of birth. If born in Australia, place a cross in the 'Yes' box and indicate suburb/town of birth. If born overseas, place a cross in the 'No' box and indicate your country of birth.

Section C - Current, postal and previous residential address/es (This section must be completed)

- You must include your current and postal address and any previous residential addresses for the last five years. If you do not know the full details of previous addresses, please write the name of the suburb/s and the state/s. Please begin with the most recent which is your current address.
- If you require more space to record additional previous addresses please cross the box provided to generate an attachment.
- With the exception of the results of Working with Police checks, Victoria Police will only mail the certificate to the applicant's residential or postal address provided in section C to further assist in ensuring the protection of privacy and the application of natural justice and that information released is accurate, complete and up-to-date.
- The employer/organisation must make arrangements with the applicant to view the certificate. The application is a contractual arrangement between the applicant and Victoria Police and the payment provider is not entitled to a copy of the certificate except if the payment provider is Victoria Police.

Section D - Payment Provider (This section must be completed)

- If this application has been paid for by an employer/organisation or is a Working with Police check, an authorised representative of the employer/organisation or Victoria Police must sign and complete the details in this section for the application to be processed.
- Enquiries regarding this police check may be made by the applicant and/or designated employer representative. Only details regarding the processing of the application will be released. Please allow a minimum of 10 working days for the application to be processed.

Section E - Purpose of check (This section must be completed)

You must indicate the purpose of the check by completing **ONE** of the two sections (Employment **or** Volunteer).

Certificates are issued according to the purpose of the check. If you require more than one certificate for different purposes you will need to apply for separate certificates and pay the relevant fee for each.

Option 1 - Employment or occupational licensing purposes

• For 'General employment' purposes, please complete all three fields.

Position title please be as specific as possible (eg. Sales representative, Administration assistant)

Place of work proposed place of work or the name of the employer (eg. ABC Pharmacy,

Ambulance Victoria)

Option 2 - Volunteer work/authorised student placement

- If the check is for unpaid voluntary work or an authorised student placement, please specify the the type of voluntary work or student placement.
- Specify the volunteering organisation (eg. Monash University, Rotary club).
- For all Option 2 selections, the educational institution or organisation must complete the Community Volunteer Fee (CVF) details including the Victoria Police issued CVF number.

Section F – Certification, authorisation and statement of consent and indemnity (This section must be completed)

- Checks will not be conducted without your consent. By signing this section you are authorising Victoria Police to obtain records from all Australian police forces and from the Roads Corporation pertaining to yourself. You are also indemnifying any Victorian Government personnel completing the check against any claims or actions resulting from the release of any information on the certificate.
- Sign, date and print your name in the presence of the person certifying your proof of identity documents. See list below. Your signature must match that of your identification documentation.

Your identification documents must be certified (signed and dated) by a person from the list below:

- Justice of the Peace, Bail Justice, Registrar or Deputy Registrar
- State executive public service employee (Level 1, 2 or 3)
- Commonwealth exec. public service employee (Level 1-2)
- Australian lawyer (Legal Profession Act 2004)
- Registered Medical Practitioner (Medical Practice Act 1994)
- Pharmacist
- Member of the police force
- Clerk to an Australian lawyer

- State non-executive public service employee (Grade 2-6)
- Commonwealth non-exec. public service employee (APS 2-6)
- Accountant (member of the ICA, ASA, NIA or CPA)
- Registered Dentist (Dental Practice Act 1999)
- Veterinary Practitioner
- Sheriff or Deputy Sheriff
- Casino special employee (Casino Control Act 1991)
- Public Notary

- Bank manager or employee with 5 or more years of continuous service
- Minister of Religion authorised to celebrate marriages
- Member of Commonwealth or State Parliament
- Registered members of the teaching profession
- Registered nurse
- · Secretary of a building society
- Councillor of a Municipality
- Senior officer of a council (Local Government Act 1989)

Section G – Proof of identity (This section must be completed)

- Persons authorised to certify documentation are required, in the presence of the applicant, to sight original documentation and verify that the photographic identification is a true likeness of the applicant. They must sign and date each photocopy of original documents and complete Certification of Proof of Identity in section G.
- Applicants must supply a minimum of two (2) types of acceptable identification from the list provided in section G with a minimum total of 100 points. Identification must include at least one certified copy of photographic ID (Category A) plus certified identification that contains the applicants current residential address, signature and date of birth. A current passport size photograph must be provided if the applicant does not possess any other category A identification. If a current passport size photograph is submitted it must be a clear, professionally taken photograph and must be certified. Place an "X" in the corresponding box of the identification being submitted. The total points at the bottom of the column must total 100 points or more.
- After selecting the identification to be provided, complete the areas to the right of categories A and B by entering the details of the relevant primary identification, such as drivers licence, passport, birth certificate etc. in the space provided. The list number is the number preceding each type of identification in Category A or Category B option. Applicants are required to provide this information for only **one** type of category A and if applicable, **one** type of category B identification. Applicants 15 years and older can legally consent to this application without parent or guardian approval and should lodge identification in accordance with section G, categories A, B and C.
- Applicants under 15 years of age must provide a minimum of one category A photo identification and completion of category D. Parent/guardian consent is required for Victoria Police to process the application. The parent/guardian is to sign and print their name in the space provided. If the applicant's date of birth indicates he/she is under 15 years of age and this section has not been completed by the parent/guardian, the application will be rejected and returned to the applicant.

Consent

Victoria Police does not release criminal history information outside the sphere of law enforcement and/or the administration of justice without the individual's written consent. In order to obtain a national police certificate an individual must complete the application form and arrange payment of the appropriate fee.

What will be disclosed?

Victoria Police applies the Victorian Spent Convictions Act 2021 (Act) to the disclosure of criminal history information to individuals and organisations outside of Victoria Police. Victoria Police will disclose criminal history information based on the provisions within the Act. Offences may be spent immediately or automatically upon the completion of a conviction period.

On 1 July 2022, eligible offences may be spent through the court application process.

Immediately spent

The following will be spent immediately and will not appear on general employment police records checks:

- If the finding of guilt is "without conviction" (subject to the completion of conditions, if any)
- If the offence was committed when the offender was under 15 years of age
- If the penalty imposed is a fine by the Children's Court

A conviction period does not apply to convictions that are immediately spent.

Automatically spent - expiry of conviction period

A conviction period is a set time after sentencing where there are no further convictions.

- For convictions of a child or young offender¹, sentenced under any of the relevant legislation listed in S.9 of the Act, the conviction period is 5 years.
- For convictions of adults, the conviction period is 10 years.

Serious convictions

Convictions that are considered "serious convictions" do not expire on the completion of a conviction period (5 or 10 years). Serious convictions will not become spent and will continue to be disclosed².

A serious conviction³ includes:

- A conviction where the detention or term of imprisonment is more than 30 months
- The conviction is the result of a sexual offence
- The conviction is the result of a serious violence offence.

Commencement and recommencement of a conviction period

The conviction period commences on the day the court makes the finding of guilt.

If a subsequent conviction occurs during the conviction period (5 or 10 years) then the conviction period for that first offence recommences from the commencement of the subsequent conviction period.

- The recommencement of the conviction period does not apply if the result of the subsequent conviction:
 - o Is a fine not exceeding 10 penalty units
 - Where the only penalty imposed is a payment of restitution or compensation
 - o For which no penalty is imposed
 - For which no conviction is recorded by the court (finding of guilt "without conviction").

Exemptions

There are some circumstances where a record that is older than five or ten years may be released. Please refer to the Victoria Police Information Spent Convictions Disclosure Fact Sheet for further information: https://go.vic.gov.au/1cJvy8

Police Records obtained from other Australian Police Jurisdictions

As part of the national police records check criminal history information is obtained from other police jurisdictions. The relevant state/ territory's spent convictions legislation is applied before it is disclosed. The Act allows all records provided by interstate jurisdictions to be disclosed on a police check. For further information on interstate spent convictions legislation, please refer to the relevant police jurisdiction's website.

Information on a National Police Certificate

- Applicants who believe the information disclosed on a Victoria Police issued National Police Certificate is incorrect should contact: Dispute Resolution, Public Enquiry Service, Victoria Police, GPO Box 919 Melbourne Victoria 3001 or policecheckvic@police.vic.gov.au. Requests should specify the offences in dispute, provide supporting information to assist the assessment and applicants should be prepared to provide comparison fingerprints. No fee will be charged for verifying information or taking comparison fingerprints. Fingerprints will be destroyed by Public Enquiry Service, Victoria Police upon resolution of the dispute.
- The use and retention of the information contained on the National Police Certificate may be subject to State or Commonwealth legislation. The recipient is therefore urged to make their own enquiries with respect to any applicable legislative obligations or requirements.

Transgender Applicants

People in the community that require further information in relation to the policy for processing applications for transgender applicants should contact our office via email at policecheckvic@police.vic.gov.au

Privacy Statement

Victoria Police is required to maintain the privacy of the personal information that it collects, stores, uses and discloses, and adheres to strict privacy and confidentiality legislation and policies. Personal information is treated in accordance with the Information Privacy Act 2000. An individual may gain access to their personal information by making an application through the Victoria Police Freedom of Information Unit. For further information go to www.foi.vic.gov.au

¹A child offender is defined as a person who is aged less than 18 years of age at the time of offending. A young offender is defined as being less than 21 years of age at the time of sentencing

²From 1 July 2022, in certain circumstances some serious convictions may be successfully spent via the court application process.

³Serious convictions with a result of without conviction can become spent immediately (subject to completion of conditions, if any).



Application Form

Website: Consent to Check and Release National Police Record

www.police.vic.gov.au

VP Form 820B (Revised 01/05/2022)

Online Payments Only

Online Payment Receipt Number:		
Date of payment:		l

- All sections (A to G) must be completed or the application will be returned. Include your daytime contact phone number or mobile number on the application form in section B, page 5 should any clarification be required. Do not alter or delete the wording on this form in any way.
- Place one character per box. Leave a space between each word. Leave boxes blank if you are not required to complete a part of a section.
- Sign and date the application form in the presence of the authorised certifier, then attach your certified proof of identity documents (see instructions section F & G, page 3).
- Please visit https://www.police.vic.gov.au/policecheck for payment options. A tax invoice will not be issued unless requested

Please complete this form electronically if possible. If this is not possible, print within the boxes in BLOCK LETTERS

Complete Applicant's Checklist (page 8). Detach and forward the application form and relevant documents to: Public Enquiry Service

Victoria Police GPO Box 919

MELBOURNE VIC 3001

Section A: Type	of check required (T	his section must be completed)			
National name ch	neck OR National	name check and fingerprint records search			
Victoria Police Use C	Only: Victoria Police member t	to complete			
Fingerprints: Ink X	ivescan Date Prints Tak	en Sta	ation Code	Reg/EmpNo	
Section B: Details	s of Applicant (This se	ection must be completed)			
Family name/surname	9				
First given name					
Other given names					
Woman Man	Self-described	Daytime contact phone number/mobile	Daf	te of birth (DD MM YYYY)	
Were you born in Au	ıstralia?	Suburb/town of birth		State	
Yes ▶ Please	record your suburb/town of				
		Country of birth			
No Please record your country of birth Other names you have used (including former, maiden name/s etc) If you are known or have been known by any other names, please list them below, indicating if they are a former or also known as name.					
	known as Family name/	surname			
OR					
First given name					
Other given names					
Former name Also OR	known as Family name/	surname			
First given name					
Other given names					

If you require an attachment to record additional previous names please cross this box. (Add Section H: Attachment - 1)

Section C: Current, postal and previous residential address/es (This section must be completed)

Enter your current residential address in the space provided. Enter your postal address ONLY if it differs from your current residential address. Your certificate will only be delivered to your current residential or postal address. Provide details of previous residential addresses for the last five years only.

CURRENT RESIDENTIAL ADDRESS (must not be a PO Box or a business address)

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

Postcode

Postcode

PLEASE NOTE: If you complete this section your certificate will be mailed to this address

POSTAL ADDRESS (complete only if different to current residential address)

Unit number/street number/street name/PO Box (with a gap between numbers and words)

Suburb/town/locality

State Postcode

State

PREVIOUS RESIDENTIAL ADDRESS/ES FOR THE LAST FIVE YEARS - please begin with the most recent

Unit number/street number/street name (with a gap between numbers and words)

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality State Postcode

If you require an attachment to record additional previous addresses please use Section H: Attachment - 1

Section D: Payment Provider (This section must be completed) Copies of the certificate will NOT be provided to employer/organisation.

Is this certificate being paid for by an employer/organisation or for Victoria Police purposes?

Yes (refer below)

State

No (go to section E)

Note: Results of 'Working with Police' checks will be released to the Victoria Police representative nominated in this section.

If you answered Yes, this section must be completed and signed by the employer/organisation's representative or by a Victoria Police representative if check is for Working with Police.

Name of Employer/organisation's representative

Title of representative (e.g. Manager, Co-ordinator)

Employer/organisation

Suburb/town/locality

Unit number/street number/street name/PO Box (with a gap between numbers and words)

Suburb/town/locality State Postcode

Representative email address or contact number

To ensure the protection of privacy and the provision of natural justice, I authorise Victoria Police to deliver the certificate only to the applicant's residential or nominated postal address.

Di.

Please sign within the box and use BLACK INK Signature of employer/organisation's representative

Section E: Purpose of check (This section must be completed)

Complete only ONE of the following two options. If you require more than one certificate for different purposes, you need to apply and pay for separate certificates.

OPTION 1 - Employment or occupational licensing purposes (select one option)

Armed Guard/Cash in Transit Bus Accreditation Casino Licence Employment/Contractor with Corrections Victoria

Firearms Licence Gaming Licence Honorary Justice Working with Victoria Police

Legal Admission Poppy Industry Private Security Licence

General employment (please specify)

Role or position title (eg. Sales representative, Administration assistant)

Proposed employer or industry (eg. ABC Pharmacy, Ambulance Victoria)

OPTION 2 - Volunteer/authorised student placement

(please specify) Volunteer Position (eg. Fundraising, Nursing placement)

Volunteering organisation (eg. Monash University, Rotary Club)

Community Volunteer Fee (CVF) details including CVF number MUST be provided below for any Option 2 selection.

Declaration of volunteer/authorised student status

This section is to be completed by organisations that have applied for and have a CVF (Community Volunteer Fee) number. This section can ONLY be completed by a representative of such an organisation. The reduced payment rate will NOT be permitted unless this section is completed. I declare that the applicant named on this form is a student or a prospective volunteer authorised by the organisation named below. The applicant will receive no payment for their services.

Name of organisation

Name of organisation's representative

Daytime contact phone number/mobile

Representative email

Signature Date signed Community Volunteer Fee number

Section F: Certification, authorisation and statement of consent and indemnity (This section must be completed)

I certify that I am the applicant named in this form and all the details herein provided by me are true and correct. I have not omitted names or aliases that I have or may have used previously. I have read and understood the contents of this form. I consent to a check of the records of Victoria Police and other Australian police forces and to the release of criminal history information recorded against my name in accordance with the *Spent Convictions Act 2021*. If applicable, I hereby authorise Victoria Police to obtain information from the Roads Corporation which relates to my identity and which is kept by the Roads Corporation. In consideration of Victoria Police releasing any details of any convictions and other information recorded against my name, I hereby indemnify the State of Victoria, its servants and agents including all members of Victoria Police against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reasons of or arising out of the release of any details of any findings of guilt, convictions and other information recorded against my name or purporting to either relate to or concern me.

In the presence of the certifier please sign within the box using BLACK INK. Certifier must then complete 'Certifier Use Only' in Section G

Signature of applicant (In the presence of the	e certifier)

Name of applicant

Date signed

Section G: Proof of Identity (This section must be completed) **Proof of Identity Documentation** Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth. A minimum of one Category A photo ID and completion of Category D is required for applicants under 15 years of age. (All identity documents with at least one containing your current residential address must be certified) Category A - You must have at least ONE Category A document **Points** Category A List Number (1-5) 70 ▶ Card/Document - ID Number 1. Current passport (Australian/Foreign) 40 ▶ 2. Driver licence/Learner's permit/Boat licence 40 State of issue Expiry date (DD MM YYYY) 3. Firearms/Private security licence 40 ▶ 4. Current tertiary student identification card 40 ▶ Country of issue 5. WWC Check card/Key pass/Proof of age card 40 ▶ Certified current passport size photo (only required if the applicant does not possess any other category A identification. If a passport photo identification is provided, a selection from the category B list is mandatory for applicants 15 years of age and over.) Category B 1. Australian citizenship certificate **70** ▶ Category B List Number (1-7) 70 ▶ 2. Birth certificate (not extract) Card/Document - ID Number 3. Birth card **70** ▶ 4. Australian travel documents or current Australian Visa **70** ▶ State of issue 40 ▶ 5. Department of Veterans Affairs (DVA) card 6. Centrelink card (with reference number) 40 ▶ Country of issue 40 ▶ 7. Government employee ID **Category C** Category D (under 15 years of age) 25 ▶ Medicare card Parent/quardian consent Credit card or account card 25 ▶ Category A identification MUST be attached 25 ▶ Marriage certificate (registry issue only) 25 Change of name certificate (registry issue only) I hereby consent to a national police record check on the 25 > applicant listed on this form and I acknowledge that I am the Bank statement (with residential address) parent/guardian of the applicant. 25 ▶ Motor vehicle registration or insurance papers Signature of parent/quardian 25 ▶ Property rates notice/utilities notice 25 ▶ Property lease agreement 25 Home insurance papers Name of parent/guardian Taxation assessment notice 25 ▶ 25 ▶ Records of primary, secondary or tertiary education 25 Records from a current or previous employer Daytime contact phone number/mobile 25 ▶ Records of a professional or trade association ADD TOTAL POINTS (must be 100 or more) Certifier Use Only: Certification of Proof of Identity - To be completed by certifier when sighting documents Persons authorised to certify documentation are required, in the presence of the applicant, to witness the applicant's signature and sight original documentation and verify that the photo identification is a true likeness of the applicant. They must sign and date each photocopy of original documents and complete this section. I certify that the attached photographic identification is a true likeness of the applicant and that the proof of identification documentation selected above, submitted with this application and signed and dated by me are true copies of the originals, such originals having been sighted by me. Name Title (ea Mr. Mrs) Title/Position (eg chemist, teacher etc) Signature of certifier Provider/Registered Number Daytime contact phone/mobile Date signed APPLICANT'S CHECKLIST: Have all sections A to G been completed? Has the certifier signed section G? Yes Yes

Have you provided: 1. Certified identification?

Yes

Have you signed the form in the presence of the certifying witness (section F)?

2. Contact phone number?

Yes

3. Relevant payment?

Yes

Yes

Attachment for Section B: Other names you have used (including former, alias name/s etc) Former name OR First given name Also known as Family name/sumame OR First given name Other given names Other g
First given name Also known as Family name/surname OR First given name Also known as Family name/surname OR First given name Also known as Family name/surname OR First given name Also known as Family name/surname OR First given name Also known as Family name/surname OR First given name Also known as Family name/surname OR First given name Other given names Other given names Other given names Attachment for Section C: Previous residential address Unit number/street number/street name (with a gap between numbers and words) Suburb/town/locality State Postcode
Former name Also known as Family name/surname OR First given name Also known as Family name/surname OR First given name OR Other given names State Postcode
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OR First given name OR Other given names State Postcode
Former name Also known as Family name/surname OR First given name Other given names Former name Also known as Family name/surname OR First given name Other given names Attachment for Section C: Previous residential address Unit number/street name (with a gap between numbers and words) Suburb/town/locality State Postcode
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Suburb/town/locality State Postcode
Unit number/street number/street name (with a gap between numbers and words)
Suburb/town/locality State Postcode
If you require an attachment to record additional previous names or previous addresses please cross this box. (Add Section H : Attachment - 2)

Section H: Attachment - 2 (This section is optional)				
Attachment for Section B: Other names you have used (including for	ormer, alias name/s etc)			
Former name Also known as Family name/surname OR				
First given name	Other given names			
Former name Also known as Family name/surname OR				
First given name	Other given names			
Former name Also known as Family name/surname OR				
First given name	Other given names			
Former name Also known as Family name/surname OR				
First given name	Other given names			
Former name Also known as Family name/surname OR				
First given name	Other given names			
Attachment for Section C: Previous residential address				
Unit number/street number/street name (with a gap between numbers and wo	ords)			
Suburb/town/locality		State	Postcode	
Unit number/street number/street name (with a gap between numbers and words)				
Suburb/town/locality		State	Postcode	
Unit number/street number/street name (with a gap between numbers and wo	ords)			
Suburb/town/locality		State	Postcode	
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Suburb/town/locality		State	Postcode	
Unit number/street number/street name (with a gap between numbers and wo	ords)			
Suburb/town/locality		State	Postcode	