



VICTORIA POLICE

# CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD

Office Use Only

<b>Result:</b>
Vic:
Others:
Initials:

<b>Checks:</b>
1. S&GN&NNI
2. S&DOB&NNI
3. PH&NNI

Our Ref No:
Your Ref No:

**Before completing this form, please read instructions on the reverse. Complete in ink ONLY.**

**SECTION 1: APPLICANT DETAILS:**

Family Name:	<input type="text"/>	Given Names:	<input type="text"/>
<b>Previous or alternative names (see Section 5):</b>			
Family Name:	<input type="text"/>	Given Names:	<input type="text"/>
Current Residential Address:	<input type="text"/>		Postcode: <input type="text"/>
Daytime Telephone No:	<input type="text"/>	Date of Birth:	<input type="text"/> / <input type="text"/> / <input type="text"/>
		Place of Birth:	<input type="text"/>
<b>Previous addresses within the last five years (see Section 5):</b>			
<input type="text"/>			Postcode: <input type="text"/>
Driver's Licence Number:	<input type="text"/>	Copy Attached? <input type="checkbox"/>	Place of Issue: <input type="text"/>
<p>1. Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic), that are less than 10 years old (five years for juvenile offences) in Victoria? See Section 6. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic), in any other Australian State that are less than 10 years old (five for juvenile offences)? See Section 6. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth or Territory offences (non-traffic) that are less than 10 years old (five years for juvenile offences)? See Section 6. <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>4. Do you have any convictions for offences (non-traffic) where the sentence imposed was imprisonment for a period greater than 30 months? See Section 6. <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			

**SECTION 2: TYPE OF CHECK/FEEES** (see Section 5) Tick appropriate box:

<input type="checkbox"/> National Name Check (\$28.30 Australian). *	<input type="checkbox"/> Police and fingerprints records search (\$117.50 Australian). *
*Fees subject to change please see note 1 overleaf.	
<b>NB:</b> Organisations with authorisation to conduct records checks on volunteers or students at a reduced fee must complete Section 7 on the reverse of this form.	

**SECTION 3: PURPOSE OF CHECK** (see Section 5) Tick appropriate box:

<input type="checkbox"/> Employment, voluntary work or occupation related licensing. Please specify <b>TYPE</b> of position [see Section 5].	<input type="checkbox"/> For personal use only, <b>NOT</b> for employment or release to any other parties. (See Section 6 "What will my National Police Certificate show?").
<input type="checkbox"/> Application for overseas visa.	<input type="checkbox"/> Family Day Care (Section 8 on reverse must be completed).
<input type="checkbox"/> Casino or Gaming licence application	<input type="checkbox"/> Other (Please specify). <input type="text"/>

**SECTION 4: STATEMENT OF CONSENT AND INDEMNITY**

I hereby consent to a check of the records of Victoria Police and other Australian police forces and to the release, to the address below, of details of any convictions, findings of guilt, either with or without conviction, any matters still outstanding against me and any other matters deemed to be relevant which are recorded against my name.

<b>Name and address of organisation/person to whom result is to be sent. Victoria Police will send the result <u>directly</u> to this address. Copies are <u>NOT</u> provided.</b>	(Name of Recipient [person or organisation]) <input type="text"/>
	(Address of Recipient) <input type="text"/>
	Postcode <input type="text"/>

In consideration of Victoria Police releasing 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 reason of or arising out of the release of any details of any conviction and other information recorded against my name or purporting to either relate to or concern me.

<b>Signed:</b>	<b>In the Presence of:</b>
Signature of Applicant: <input type="text"/>	Signature of Witness: <input type="text"/>
Printed Name Of Applicant: <input type="text"/>	Printed Name Of Witness: <input type="text"/>
Date: <input type="text"/>	Date: <input type="text"/>

**CHECKLIST:** All relevant sections completed?  Yes Have you attached: 1. Copy of identification?  Yes 2. Relevant payment?  Yes

**SECTION 5: INSTRUCTIONS FOR COMPLETING THIS FORM****Please ensure that you:**

- Write in ink and use BLOCK LETTERS
- Complete all sections on the front of the form
- Complete the sections below if they apply to you
- Sign and date the form and have your signature witnessed
- Do not alter or delete the wording on the form in any way

**MAIL THIS FORM AND ALL ATTACHMENTS TO:**

PUBLIC ENQUIRY SERVICE  
VICTORIA POLICE  
P.O. BOX 418  
MELBOURNE VIC 8005

**You must attach the following documents to this form:**

- A cheque or money order made payable to **Victoria Police**. The fees are:  
\$28.30 for a national name check  
\$117.50 for a police and fingerprints records search.

**Note 1:** Fees change annually on 1<sup>st</sup> July, please contact this office on (03) 9247 5907 to get current fee if submitting application around this date.

**Note 2:** A receipt will not be issued unless requested

**PLEASE DO NOT SEND CASH THROUGH THE MAIL**

- A photocopy of your driver's licence, passport or birth certificate.
- **For a police and fingerprints records search**, you must also enclose a full set of fingerprints taken on Victoria Police form 235A or an appropriate form from another police force. Fingerprints can be taken by appointment at a police station or at the Victoria Police Centre, 637 Flinders Street, Melbourne by phoning (03) 9247 5622 for **appointments only** for general queries ring (03) 9247 5907.

**Previous or alternative names:** In this section, write all names by which you are or have formerly been known, including your maiden name. If you have more than one such name, attach a separate list.

**Previous addresses within the last five years:** In this section write all addresses at which you have resided within the last five years. If you have more than one previous address, attach a separate list.

**Type of check/fees:** If you are not sure which type of check you need, ask the organisation or person who requires the check.

**Purpose of Check:** If the check is for employment, voluntary work or occupation related licensing, specify the type of work (eg. child care worker, cleaner, teacher, prison officer, sports coach, estate agent, bank officer, firefighter).

**SECTION 6: WHAT WILL MY NATIONAL POLICE CERTIFICATE SHOW?****Victoria Police Policy - Victorian Records**

For the purposes of employment, voluntary work or occupation related licensing/registration, Victoria Police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record with Victoria Police, the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If ten years have elapsed since you were last found guilty of an offence in Victoria, Victoria Police will, in most instances, advise that you have no disclosable court outcomes. However, a record over ten years may be released:

- If it includes a term of imprisonment longer than thirty months;
- If it includes a serious violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people;
- If it is for a Casino or Gaming licence application;
- If it is in the interests of crime prevention or public safety.

**Please note:**

- If the records check is for the **applicant's personal information only**, the above restrictions do not apply and all court results will be released.
- Findings of guilt **without conviction** and **good behaviour bonds** may be released.
- **Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.**

**Other Australian Police Forces - Non-Victorian Records**

Where a police record with another Australian police force has been obtained, any relevant legislation (and/or release policy) affecting that police force will be applied before it 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 (eg findings of guilt over a certain age). Such convictions (widely referred to as 'spent' or 'rehabilitated' convictions) will not be released unless the records check is for the applicant's personal information only and providing that this is in accordance with relevant legislation (and/or release policy). Please contact individual police forces directly for further information about their release policies and any legislation which affects them.

**SECTION 7: DECLARATION OF VOLUNTEER/STUDENT STATUS**

(This section is for the use of organisations which have been authorised by Victoria Police to have records checks on volunteers or students conducted at a reduced fee and should be completed by a representative of the organisation).

I declare that the applicant named on this form is a student or prospective voluntary worker of the organisation named below. He/she will receive no payment for his/her services and will work in direct contact with clients of the named organisation.

Organisation  
Name:

CVF  
Number:

Signature of  
Organisation's  
Representative:

Printed  
Name:

Position:

Date:

**SECTION 8: FAMILY DAY CARE SCHEME PARTICIPANTS**

This application is for the purpose of participation in a Family Day Care Scheme. The person named on the front of this form is:

- the care provider, or
- an adult (seventeen years or over) residing with a care provider. (N.B. No fee for this category)

The care provider's name is