

National Police Checking Service (NPCS) Informed Consent Form

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Section 1: Purpose of the National Police History Name Check

Please **tick** the type of licence listed below for which the national name check is required. (Tick one only)

Note: If the purpose of your national name check is not listed below, you can apply online to complete the name check through SafeNT <https://forms.pfes.nt.gov.au/safent/> or download a form from <http://www.pfes.nt.gov.au/Police/Publications-and-forms.aspx>

Auctioneer New <input type="checkbox"/>	Agents Representative New <input type="checkbox"/>	Bookmaker Renewal <input type="checkbox"/>
Casino Operative Renewal <input type="checkbox"/>	Commercial and Private Agent <input type="checkbox"/>	Continuing Special Liquor <input type="checkbox"/>
Conveyancing Agent New <input type="checkbox"/>	Crowd Controller / Security Officer Renewal <input type="checkbox"/>	Dangerous Goods Driver Renewal <input type="checkbox"/>
Escort Manager Renewal <input type="checkbox"/>	Escort Operator Renewal <input type="checkbox"/>	Internet Key Employee Renewal <input type="checkbox"/>
Machine Manager Renewal <input type="checkbox"/>	Machine Repairer Renewal <input type="checkbox"/>	Motor Vehicle Dealer <input type="checkbox"/>
Real Estate Agent New <input type="checkbox"/>	Secondhand Dealer / Pawnbroker New <input type="checkbox"/>	Security Firm Renewal <input type="checkbox"/>
Shot Firer Renewal <input type="checkbox"/>	Tobacco <input type="checkbox"/>	

This application is to be lodged in person at a Territory Business Centre. See Section 7 for contact and location details.

Section 2: Personal Information – Application for an Individual

If more room is required, list on a separate sheet, sign and attach the sheet to this form.

Additional sheet included? Yes No

Surname (primary)	<input type="text"/>	First	<input type="text"/>	Middle	<input type="text"/>
Surname	<input type="text"/>	First	<input type="text"/>	Middle	<input type="text"/>

Maiden Alias Previous

Surname	<input type="text"/>	First	<input type="text"/>	Middle	<input type="text"/>
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Maiden Alias Previous

Date of birth (dd/mm/yyyy) / / Sex Male Female Unspecified

Place of birth

Suburb / Town	<input type="text"/>	State / Territory	<input type="text"/>
Country	<input type="text"/>		

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Permanent residential address over the last five years

If more room is required, list on a separate sheet, sign and attach the sheet to this form. If full details are unavailable, include as much information as possible.

Additional sheet included? Yes No

Current

Number / Street		Suburb / Town	
State / Territory	Postcode	Country	
Period of residence (dd/mm/yyyy)	/ /	to	/ /

Previous (if applicable)

Number / Street		Suburb / Town	
State / Territory	Postcode	Country	
Period of residence (dd/mm/yyyy)	/ /	to	/ /

Previous (if applicable)

Number / Street		Suburb / Town	
State / Territory	Postcode	Country	
Period of residence (dd/mm/yyyy)	/ /	to	/ /

Previous (if applicable)

Number / Street		Suburb / Town	
State / Territory	Postcode	Country	
Period of residence (dd/mm/yyyy)	/ /	to	/ /

Previous (if applicable)

Number / Street		Suburb / Town	
State / Territory	Postcode	Country	
Period of residence (dd/mm/yyyy)	/ /	to	/ /

Contact details

Phone – Home	Work	Mobile	
Email			

Other details (if applicable)

Australian drivers licence no.		Issued by	
Firearms licence no.		Issued by	

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Section 3: Proof of Identity

Proof of identity documentation

Applicants must supply a minimum of two (2) types of acceptable identification from the list below with a minimum 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. All documents sighted by the authorised officer must be original, or certified copies of an original document. All documents must be current or valid. Documents that have expired will not be accepted as proof of identity. Once checked, all documents will be returned to you.

Category A – you must have at least ONE Category A document

				Points
1. Current passport (Australian / Foreign)	<input type="checkbox"/>	70	→	
2. Current Australian drivers licence	<input type="checkbox"/>	40	→	
3. Firearms licence	<input type="checkbox"/>	40	→	
4. Current tertiary student ID card with photo	<input type="checkbox"/>	40	→	
5. Photographic ID issued by the Coalition of Indigenous Community Organisations or the Larrakia Nation Aboriginal Corporation	<input type="checkbox"/>	40	→	
6. Australian evidence of age card (18+)	<input type="checkbox"/>	25	→	

Category B

7. Australian citizenship certificate	<input type="checkbox"/>	70	→	
8. Australian birth certificate	<input type="checkbox"/>	70	→	
9. Centrelink card	<input type="checkbox"/>	40	→	
10. Government employee ID	<input type="checkbox"/>	40	→	
11. Reference from a Medical Practitioner (must have known the applicant for a period of at least 12 months).	<input type="checkbox"/>	40	→	
12. Medicare card	<input type="checkbox"/>	25	→	
13. Credit / debit card of financial institution passbook (one per financial institution)	<input type="checkbox"/>	25	→	
14. Property rates notice/utilities notice	<input type="checkbox"/>	25	→	
15. Property lease agreement	<input type="checkbox"/>	25	→	
16. Foreign drivers licence	<input type="checkbox"/>	25	→	
17. Bank statement (with residential address)	<input type="checkbox"/>	25	→	

Add total points (must be 100 points or more)

Total

Complete the following section with details from two of the documents used to verify your ID. You must include information from at least one Category A document from the list above, including licence / passport / ID number and expiry date.

Category A document. Please identify document number from list above (1–6)

Passport / licence / ID number

State of issue

Expiry date (dd/mm/yyyy)

/ /

Country of issue

Other document provided. Please identify document number from list above (1–17)

This can be a second Category A document.

Card / licence / membership ID number

State of issue

Expiry date (dd/mm/yyyy)

/ /

Country of issue

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Section 4: General Information

General information

Australian Criminal Intelligence Commission (ACIC) (an agency of the Commonwealth of Australia) is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the accredited organisation named at Section 7. ACIC has contractual arrangements with its accredited organisations to collect personal information on its behalf to support processes assessing the suitability of people applying for various licensing or registration schemes. Accredited organisations and their customers (such as employers) use the personal information collected on this form and the resulting NPHC as part of their assessment process to determine your application. Some accredited organisations have a legislative basis for the collection, use and disclosure of your personal information. ACIC recommends that you seek further information about any relevant / applicable legislative framework from the accredited organisation.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability; or to maintain the records of ACIC and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

Proof of identity

When applying for a National Police History Check, you must provide proof of your identity with this form (see Section 3). All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for 'Statutory Declarations Regulations 1993'.

Change of name on identification

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden / alias name. If the 100 points provided are under two or more different names (eg birth certificate in maiden name and drivers licence in married name) then further ID documents will need to be provided as evidence of a name change (eg change of name or marriage certificate issued by a state or territory Registry of Birth, Deaths and Marriages, or divorce papers issued by the Family Court). These documents must be originals or certified true copies and **do not** count towards the 100.

Provision of incomplete, false or misleading information

An accredited organisation and an applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date. You are asked to certify that the personal information you have provided on this form is correct. It is a serious offence to provide false or misleading information on this form. Police History Information (PHI) is disclosed according to applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your state / territory:

- Commonwealth – www.comlaw.gov.au
- New South Wales – www.legislation.nsw.gov.au
- Queensland – www.legislation.qld.gov.au
- South Australia – www.legislation.sa.gov.au
- Victoria Police – www.police.vic.gov.au
- Western Australia – www.slp.wa.gov.au
- Northern Territory – www.nt.gov.au/dcm/legislation/current.html
- Australian Capital Territory – www.legislation.act.gov.au
- Tasmania – www.thelaw.tas.gov.au

National Police History Check (NPHC)

Information on this form will be used by ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies. ACIC and police agencies will access their records to obtain and disclose PHI that relates to you to:

- a) the accredited organisation named in Section 7 below, and
- a) where applicable the employer / organisation named in Section 5 below.

PHI may include outstanding charges, warrant information and criminal convictions / findings / pleas of guilt recorded against you

Limitations on accuracy and use of PHI

While every care has been taken by ACIC and police agencies to conduct a search of PHI that relates to the applicant, the accuracy and quality of an NPHC issued by ACIC depends on accurate identification of the applicant (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If the applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the Department of Trade, Business and Innovation that submitted the request for a NPHC on you so that the NPCS dispute process can be initiated.

Accredited organisation contact details

For more information regarding the NPHC process you can contact Territory Business Centre on:

Phone: 1800 193 111 or
Email: territory.businesscentre@nt.gov.au

For information regarding the accredited agency's Freedom of Information and Privacy Statement, you can access the information at <http://www.dob.nt.gov.au/foi>

ACIC contact details

For information regarding ACIC's Privacy Policy, you can access the policy at acic.gov.au or contact the ACIC Privacy Officer on:

Phone: (02) 6268 7000 or
Email: npcs@acic.gov.au

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Section 5: Authorisation to Disclose Personal Information

The result of the National Police History Check to be forwarded / disclosed only to the Department of Trade, Business and Innovation's relevant Northern Territory Government licensing authority, being Licensing NT, NT Worksafe and where required, the Northern Territory Civil Administration Tribunal.

Section 6: Consent to Obtain Personal Information

National Police History Check (enter in block letters)

I, Surname (primary) First and middle (primary) hereby

1. acknowledge that I have read the General Information in Section 4 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from spent convictions legislation may apply;
3. have fully and correctly completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the accredited organisation named in Section 7 of this form is collecting information in this form to provide to ACIC and police agencies;
6. consent to:
 - (i) ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - (ii) the police agencies disclosing to ACIC, from their records, Police History Information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - (iii) ACIC disclosing the information sourced from the police agencies to the accredited organisation named in Section 7 of this form, and
 - (iv) the accredited organisation named in Section 7 of this form disclosing to the relevant Northern Territory Government licensing authority personal information to assess my suitability in relation to the purpose identified in this form.
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 1 of this form;
8. acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose identified in Section 1 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this form may be disclosed to the accredited organisation named in Section 7 of this form (including contractors or related bodies) located in Australia or overseas (refer to attached list if applicable); and
11. acknowledge that it is usual practice for an applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences;
12. if a licence is refused by the Department of Trade, Business and Innovation due to a previous conviction or 'find of guilt' the results of your NPHC will be accessed by the Director-General Licensing NT, Permissioning and Advisory Director, NT WorkSafe or Delegate and / or NTCAT, as outlined in Section 5, during the determination process and during the appeal period if and appeal is lodged by the applicant.

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

Applicant's signature Date (dd/mm/yyyy)

National Police Checking Service (NPCS) Informed Consent Form**Section 7: Accredited Organisation Details**

Accredited Organisation (Legal name)	Northern Territory of Australia, Department of Trade, Business and Innovation through Territory Business Centre	ABN	84 085 734 992
Address	Darwin Corporate Park 1800 193 111 Building 3, 631 Stuart Highway, Berrimah NT 0828 Shop1, Randazzo Building 18 Katherine Terrace, Katherine, NT 0850 Shop 2 Barkly House Cnr Davidson and Paterson Streets, Tennant Creek, NT 0861 Ground Floor, Greenwell Building 50 Bath Street, Alice Springs, NT 0871		

The following sections are for office use only**Section 8: Verification of Identification (office use only)**

Note: To be completed by the Department of Trade, Business and Innovation, Territory Business Centre

I declare that I have sighted the applicant's original or certified true copy of documents and that the applicant has met the Minimum Identity Requirements above. I am satisfied as to the correctness of the applicant's identity.

Signature	<input type="text"/>	Date (dd/mm/yyyy)	<input type="text"/> / <input type="text"/> / <input type="text"/>	Printed name	<input type="text"/>
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Section 9: Accredited Organisation Notes (office use only)

Notes	<input style="width: 100%; height: 100%;" type="text"/>
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