



NORTHERN TERRITORY POLICE

**SAFE NT**

Phone 1800 723 368 (1800 SAFENT)  
Office Hours 8•30am–4•30pm Monday–Thursday  
9•30am–5•30pm Friday



**CRIMINAL HISTORY CHECK – APPLICATION**

APPLICATION FOR CRIMINAL HISTORY CHECK AND CONSENT TO RELEASE NATIONAL POLICE CERTIFICATE.

**SAFE NT OFFICE USE ONLY**

Date Received  /  /  CNI  PN   
Receipt No  CR  Form Lodged at

PRINT ALL RESPONSES IN BLOCK LETTERS

**Section A – Details of Applicant (This section must be completed)**

Is this a Fingerprint or Name Check only?  FINGERPRINT \$126  NAME CHECK \$52  
Is this application for the purpose of volunteering?  YES \$5  NO

If YES, then Section E must be completed by the volunteering organisation you are registered with.

If this is for a Fingerprint check you must supply your fingerprints with this application. Fingerprints can be taken at NT Police stations by appointment only. See 'Applying For Fingerprint Check' fact sheet on our web page for details.

**Title**  
Mr  Mrs  Miss  Ms  Other – please specify

Family name/surname

First given name  Other given name/s

Male  Female  Daytime contact phone number/mobile  Date of birth (DD MM YYYY)

**Were you born in Australia?**  Yes ▶ Please record your suburb/town/state of birth  Suburb/town of birth  State

No ▶ Please record your city/country of birth  City of birth  Country of birth

**Other names you have used (including former, maiden name/s etc)**

If you are known or have ever been known by any other names, please list them below.

Maiden name  Former name  Also known as  Family name/surname

First given name  Other given name/s

Former name  Also known as  Family name/surname

First given name  Other given name/s

Please attach a separate sheet to list other names that you are currently, or have previously, been known as.

**Section B – Current, postal and previous residential address/es (this section must be completed)**

You must enter your current residential address in the space provided. Enter your postal address if it differs from your current residential address. Your National Police Certificate containing details of your criminal record will be delivered to your current postal address. Please provide residential addresses for the last 10 years only.

**Current residential address** (must not be a PO Box or business address)

Unit number/street number/street name	Suburb/town/locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Postal Address**

Unit number/street number/street name/PO Box	Suburb/town/locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Previous Residential Addresses for the last 10 years. Please begin with the most recent not including your current address.**

Unit number/street number/street name	Suburb/town/locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FROM  /  /  TO  /  /  Country if outside Australia

Unit number/street number/street name	Suburb/town/locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FROM  /  /  TO  /  /  Country if outside Australia

Unit number/street number/street name	Suburb/town/locality	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

FROM  /  /  TO  /  /  Country if outside Australia

Please attach a separate sheet if you require further space to list other previous residential addresses over the past 10 years.

**Section C – Purpose of check (this section must be completed)**

**This section must be completed.**

When compiling a National Police Certificate containing your criminal history information, NT Police conduct a national name check. If information is obtained from other police jurisdictions, the relevant legislation or policy for that jurisdiction, together with that of the Northern Territory is applied to the information before it is released. The legislation to be applied is determined by the purpose of your check.

**Why do you need a police check? Please select one of the following categories:**

<input type="checkbox"/> Australian citizenship	<input type="checkbox"/> Visa application
<input type="checkbox"/> Licence requirement	Name of licence <input type="text"/>
<input type="checkbox"/> Employment check	Occupation/title <input type="text"/>

Provide a brief description of the work you will be doing.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Will you be working with vulnerable people?  YES  NO See Application guidelines for details

Other Please describe

<input type="text"/>
<input type="text"/>

**Section D – Employer Organisation/Licencing Authority details**

If you nominate the original National Police Certificate containing your criminal history information to go to your employer organisation, or licencing authority, a copy of this document will be sent to your postal address for your records.

Name of employer organisation/licencing authority

Postal address of organisation

Daytime Contact phone number.

Name/ Position title of organisation's representative

Please tick if you require the original results of this check to be sent directly to the organisation listed above

**Section E – Details of Volunteer Organisation (this section must be completed by the volunteer organisation you will be working with)**

If you nominate the original National Police Certificate containing your criminal history information to go to the organisation that you will work with as a volunteer, a copy of this document will be sent to your postal address for your records.

Name of organisation

Postal address of organisation

Daytime Contact phone number.

Please tick if you require the original results of this check to be sent directly to the volunteer organisation listed above

**To be completed by CEO/Manager of Volunteer Organisation**

I certify that the person named on this form is a registered volunteer with this organisation and will receive no payment, benefit or financial gain from the work that they undertake on our behalf.

Name/position

Signature

Date signed

**Section F – Self Disclosure of Criminal History**

If you wish to disclose information that is contained on your criminal history, it may assist to expedite the check process. If you have been charged or convicted of an offence please fill in the details in the space below.

**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.

You must also attach a photocopy of one piece of photographic identification to this form. This will not be returned to you.

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

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

**Category B**

7. Australian citizenship certificate	<input type="checkbox"/>	70 ▶	<input type="text"/>
8. Australian birth certificate	<input type="checkbox"/>	70 ▶	<input type="text"/>
9. Centrelink card	<input type="checkbox"/>	40 ▶	<input type="text"/>
10. Government employee ID	<input type="checkbox"/>	40 ▶	<input type="text"/>
11. Statutory declaration as to identity by a person authorised to verify copies of the identification documents.	<input type="checkbox"/>	40 ▶	<input type="text"/>
12. Medicare card	<input type="checkbox"/>	25 ▶	<input type="text"/>
13. Credit/debit card of financial institution passbook (1 per financial institution)	<input type="checkbox"/>	25 ▶	<input type="text"/>
14. Property rates notice/utilities notice	<input type="checkbox"/>	25 ▶	<input type="text"/>
15. Property lease agreement	<input type="checkbox"/>	25 ▶	<input type="text"/>
16. Foreign drivers licence	<input type="checkbox"/>	25 ▶	<input type="text"/>
17. Bank statement (with residential address)	<input type="checkbox"/>	25 ▶	<input type="text"/>

**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  /  /

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  /  /

Country of Issue

**Persons Authorised to validate identity of the candidate**

1. Staff members of SAFENT
  2. An Officer, auxiliary or Aboriginal Community Police Officer of the Northern Territory Police Force
  3. Staff member of Territory Business Centres
  4. Justice of the Peace
  5. Legal Practitioner (eg. Barrister or Solicitor)
  6. Commissioner for Affidavits and Commissioner for Oaths
  7. Notary Public
  8. Judge or Magistrate appointed to an Australian court
  9. Chief Executive Officer of a local Government body
  10. An Officer of the Police Force of an other domestic or foreign jurisdiction, at the rank of Sergeant or higher, or the highest ranking officer of the Police Station.
  11. A registered Medical Practitioner
  12. A Sheriff in a State or Territory of Australia
  13. Other persons authorised by the Screening Authority
- See Application guidelines for details.

**Authorised persons use only**

Persons authorised to verify 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. The authorised person needs to complete and sign the declaration below.

Declaration – by authorised person

- I am a person authorised to be shown identity documents
- I have sighted 100 points or more of ID and certified a photocopy of one form of photo ID for:

Applicant's given name

Applicant's family name

Name of authorised person

Address

Daytime contact number

Number from the list of Authorised people above that most applies to you (1–13).

Current address has been sighted

Signature

Date signed

In certain circumstances of hardship an application may be made to the Screening Authority for the ability to vary the requirement for meeting 100 points. For further information contact: [safent.police@pfes.nt.gov.au](mailto:safent.police@pfes.nt.gov.au)

If you are under the age of 18, then one document from Group A or a statutory declaration of identity attesting that you are a current student of the school made by a Principal of that school will be sufficient to satisfy the 100 point check

**Section H: Certification 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 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 the release of details of any convictions, or other information, including pursuant to section 15 and section 15A of the *Criminal Records (Spent Convictions) Act 1992*, convictions that are otherwise known as 'spent convictions', recorded against my name, to the person and/or organisation listed on this form.

I hereby indemnify the Northern Territory of Australia, its servants and agents including all members of Northern Territory Police against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me.

Name of applicant

Signature

Date Signed

**Checklist and Payment Options**

- 1. Have you completed all sections of the form?
- 2. Have you completed the 100 point check?
- 3. Have you attached a certified copy of your photo ID?
- 4. Have you attached the appropriate fee?

**Application Fees**

Name Check for Employment or Licencing Purposes \$52

Name Check for Volunteering with an Organisation \$5

Fingerprint and Name Check \$126

**Payment Options**

In person to SAFE NT

Ground Floor, 77 Smith Street Darwin

Cash, Cheque/Money Order/Credit Card

Via Mail to SAFE NT

NT Police

PO Box 39764 WINNELLIE NT

Cannot accept cash through mail

Cheque / Money Order

Credit Card (Visa/ Mastercard)

**Credit card authorisation**

I authorise SAFE NT to process my payment of

from my Visa/Mastercard.

Cardholders name

Card Number

Expiry

Cardholders signature

Contact: SAFE NT  
PO Box 39764 WINNELLIE NT 0821  
Phone 1800 723 368  
[www.nt.gov.au/safent](http://www.nt.gov.au/safent)  
email: [safent.police@nt.gov.au](mailto:safent.police@nt.gov.au)