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| This form is used to document the applicant’s consent for the DoH to obtain a Police Certificate on their behalf and undertake a conviction check based on this and other relevant information. **All fields are mandatory**; if some fields are unable to be completed DoH are to contact HRMS Admin at [health.checks@health.tas.gov.au](mailto:health.checks@health.tas.gov.au) or on 03 6166 3818. | | | | | | | | | | | |
| **IMPORTANT**  The Department of Health (DoH) collect this information in order to undertake a national conviction check which assists with determining an individual’s suitability to perform duties or responsibilities on behalf of the DoH.  This form and the associated National Police Certificate, processes and documents are managed and stored securely and confidentially in accordance with the *Personal Information Protection Act 2004* and other relevant legislation and directives. | | | | | | | | | | | |
| **APPLICANT TO COMPLETE - APPLICANT DETAILS (**BLOCK letters) | | | | | | | | | | | |
| **Surname** | |  | | | | **all Given Names**  (first and middle names) | | |  | | |
| **Previous Surname(s)**  (i.e. maiden, married, alias) | |  | | | | **Previous Given Names**  (first, middle, alias) | | |  | | |
| **Gender** | Female  Male  Other | **Date of Birth** | | **/ /** | | **Place of Birth**  (include suburb, state,  country) | | |  | | |
| **Current Address** | |  | | | | | | | | | |
|  | | | | | **Postcode:** | | | |  |
| **Previous Address**  (if less than five years at  current address) | |  | | | | | | | | | |
|  | | | | | **Postcode:** | | | |  |
| **Driver’s Licence No.** | |  | | | | | **Issuing State:** | | | |  |
| **Firearms Licence No.** | |  | | | | | **Issuing State:** | | | |  |
| **Have you been a citizen or permanent resident of a**  **country other than Australia after the age of 16?** | | | | | No  Yes  (if yes, complete a [Statutory Declaration – Conviction Check](http://www.dhhs.tas.gov.au/intranet/scwr/human_resources/managing_positions,_recruitment_and_employment/recruitment/pre-employment_requirements/conviction_checks) as well) | | | | | | |
| **DECLARATION** I certify that the details provided on this form are true and correct. I consent to the release of Police History Information (PHI) recorded against my name(s) to appropriate persons of the DoH. I consent to the release of PHI by the Australian Criminal Intelligence Commission (ACIC), all police jurisdictions, and all servants and agents of these bodies. In agreeing to the release of my PHI, I indemnify these bodies against all causes of action, including all costs, claims and/or demands, that may be made as a result of the release of PHI related to, or purporting to relate to me. I agree that I will inform the DoH if I am convicted of any offence which may be relevant to my employment.  I understand that this form and all associated documentation will be filed and may be used for reporting purposes, or any other purpose relevant to my employment/engagement. | | | | | | | | | | | |
| **APPLICANT SIGNATURE** | | |  | | | | | **DATE** | | / / | |

**DATE: / /**

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| **REGULATION MANAGER TO COMPLETE - APPLICANT DETAILS** | | | | | | | | | | | | | | | | | | | | | | |
| **Check Type** | | | | | | **Annulled Police Certificate** | | | | | | | | | | | | | | | | | |
| **Worker Type**  **Only select ONE option** | | | | | | *Health Service Establishments Act 2006*  *Ambulance Service Act 1982* | | | | | | | | | | | | | | | | | |
| **Check Frequency** | | | | | | Check prior to appointment, transfer or promotion | | | | | | | | | | | | | | | | | |
| **‘** | | | | | | | | | | | | | | | | | | | | | | | |
| **REGULATION MANAGER TO COMPLETE (continued) -** | | | | | | | | | | | | | | | | | | | | | | |
| **APPLICANT DETAILS –** Please complete in BLOCK letters. | | | | | | | | | | | | | | | | | | | | | | |
| **Surname** | | | |  | | | | | | | | **Given Names** | | | |  | | | | | | |
| **Agency** | | | | 🞏DHHS | | | | | | | | | | | | | | | | | | |
| **POSITION DETAILS** | | | | | | | | | | | | | | | | | | | | | | |
| **Unit and Section** | | |  | | | | | | | | | | | | | | | | | | | |
| **Licensee Title** | | |  | | | | | | | | | | | | | | | | | | | |
| **Company** | | |  | | | | | | | | | | | | | | | | | | | |
| **Cost Code** Must be completed – all 13 digits - PLEASE DO NOT REMOVE ‘1320’ (Natural Account Code) | | | | | | | | | | | | | | | | | | | | | | |
|  |  |  | | |  | |  |  | 1 | | 3 | | 2 | 0 |  | |  |  |  |  |  |  | |
| **Conviction Areas of Relevance for Assessment** Must be completed, must match SOD | | | | | | | | | | | | | | | | | | | | | | | |
| (a) Crimes of Violence  (b) Sex Related Offences  (c) Serious Drug Offences | | | | | | | | | | (d) Crimes Involving Dishonesty  (e) Serious Traffic Offences | | | | | | | | | | | | | |
| **EVIDENCE OF IDENTITY: At least one form of ID must contain a photograph.**  Please state the types of identity sighted and any reference numbers to include (i.e. passport reference no. and type, drivers/firearms licence no., issuing country and/or state). See following pages for information and requirements. | | | | | | | | | | | | | | | | | | | | | | | |

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| **Type of Identification:** | | **Reference Number:** |
| **Commencement Document:**  (Provide 1) | *e.g. Australian Passport* | *e.g. PA1234567* |
|  |  |
| **Primary Document:**  (Provide 1) |  |  |
| **Secondary Documents:**  (Provide 2) |  |  |
|  |  |
| **Manager Endorsement:**  (please sign to confirm that you have sighted all documents) |  | Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_ |

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| **CONTACTS (Please print name)** | | |
| **DHHS Manager Name** | **email and phone number** | **C.C. outcome to (if required)** |
|  |  |  |
| **FOR MANAGERS – WHAT’S NEXT?** | | |
| 1. Ensure this form is completed correctly 2. Send the form to [**health.checks@health.tas.gov.au**](mailto:health.checks@health.tas.gov.au) 3. Please allow a minimum of two weeks for the Conviction Check to be returned for assessment. Any incomplete forms will be returned to you to complete before the check is processed. | | |

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| **FOR YOUR INFORMATION:**  Please find following some information on the types of checks the DoH can receive in accordance with the *Annulled Convictions Act 2003*. For further information, please talk to the contacts listed above. Personal information received through this process will:   * Remain confidential. * Be used for the primary purpose for which it is collected and may be used by the DoH to exercise their statutory responsibilities, or for any other purpose relevant to your employment/engagement.   For more information on the Personal Information Protection Act and other legislation/directives governing the use and storage of your personal information, please speak to your HR Team.  While every care has been taken by ACIC and police agencies to conduct a search of Police History Information (PHI) that relates to the Applicant, the accuracy and quality of a National Police History Check (NPHC) issued by ACIC depends on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and the information provided on 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 [health.checks@health.tas.gov.au](mailto:health.checks@health.tas.gov.au) so that the result dispute process can be initiated. |
| **SCHEDULE 1 POLICE CERTIFICATE**  A Schedule 1 Police Certificate will show all prior convictions (or findings of guilt), including annulled convictions and findings of guilt. This Police Certificate is not time-limited. |
| **ANNULLED POLICE CERTIFICATE**  As a general rule, an Annulled Police Certificate shows convictions from the past 10 years (if you were an adult when you committed the offence), or the past five years (if you were a youth of less than 18 years old when you committed the offence). All offences where you were sentenced to more than six months imprisonment and all convictions of sexual offences will be disclosed regardless of timeframes. |
| **EVIDENCE OF IDENTITY CHECK**  ACIC require all applicants who are undergoing a conviction check to have their identity checked to the following to identity check system.  You must provide four documents with your completed form to confirm your identity:   * One commencement document to confirm your birth in Australia or arrival in Australia. * One primary and two secondary documents to show the use of your identity in the community. * At least one form of ID must contain a photograph. If the individual is unable to provide a listed document containing a photograph, a passport style photograph can be submitted and must be certified by them and a person listed in Schedule 2 of the [*Statutory Declarations Regulations 1993*](http://www.austlii.edu.au/au/legis/cth/consol_reg/sdr1993389/sch2.html) (Cth).  |  |  | | --- | --- | | **Commencement Documents:** | | | Full Australian birth certificate (not an extract or birth card) | | | Current Australian passport (not expired) | | | Australian visa current at time of entry to Australia as a resident or tourist | | | ImmiCard issued by Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services | | | Certificate of identity issued by Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia | | | Document of identity issued by Foreign Affairs and Trade to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes | | | Certificate of evidence of resident status | | | **Primary Documents:** | | | Current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed | | | Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted) | | | Current passport issued by a country other than Australia with a valid entry stamp or visa | | | Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo | | | Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence) | | | For persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo | | | **Secondary Documents:** |  | | Certificate of identity issued by Foreign Affairs and Trade |  | | Document of identity issued by Foreign Affairs and Trade |  | | Convention travel document secondary (United Nations) issued by Foreign Affairs and Trade |  | | Foreign government issued documents (for example, drivers licence) |  | | Medicare card |  | | Enrolment with the Australian Electoral Commission |  | | Security guard or crowd control photo licence |  | | Evidence of right to an Australian government benefit (Centrelink or Veteran Affairs |  | | Consular photo identity card issued by Foreign Affairs and Trade |  | | Photo identity card issued to an officer by a police force |  | | Photo identity card issued by the Australian Defence Force |  | | Photo identity card issued by the Australian Government or a state or territory government |  | | Aviation Security Identification Card |  | | Maritime Security Identification Card |  | | Credit reference check | | | Australian tertiary student photo identity document | | | Australian secondary student photo identity document | | | Certified academic transcript from an Australian University | | | Trusted referees report | | | Bank card | | | Credit card | |  |  |  | | --- | --- | | **SPECIAL PROVISIONS - ONLY TO BE USED IF MINIMUM IDENTITY REQUIREMENTS ABOVE CANNOT BE MET -** each document is worth 100 points | | | **Applicant Category** | **Document** | | Recent Arrival - have been in Australia for 6 weeks or less | Current passport and proof of date of arrival | | Aboriginal people, Torres Strait Islander people or resident in a remote area/community | Please complete the *National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People* and attach it to this document | | Person under 18 | Please provide one of the following documents:   * Birth Certificate/Birth Extract * Australian Passport (current, or expired within the previous two years, but not cancelled) * Australian Citizenship Certificate * International Passport (current, or expired within the previous two years, but not cancelled) * Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) * Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (statement must be on the institution’s letterhead) | |

If you are unable to meet the identity requirement please e-mail [**health.checks@health.tas.gov.au**](mailto:health.checks@health.tas.gov.au) **or call 03 6166 3818**