



National criminal history check

Consent to check and release criminal history information and proof of identity

Health Practitioner Regulation National Law (the National Law)

General information

National Boards are created by, and are subject to, the National Law, as in force in each state and territory. The National Law provides for the eligibility for membership of National Boards in section 34. According to section 34(4) (b), a person is not eligible to be appointed as a member of a National Board if the person has, at any time, been found guilty of an offence (anywhere) that renders the person unfit to hold the office of member.

Accordingly, it is necessary to consider the criminal history of prospective members of National Boards and their committees, including state and regional Boards (collectively 'Boards').

The Australian Health Practitioner Regulation Agency (AHPRA) will only use the information collected on this form, and any information received in the assessment process, for the purpose of assessing your suitability for the position for which you are applying, unless:

- statutory obligations require otherwise, or
- you consent to the use by AHPRA of that information for another purpose.

This national criminal history check is required for Board appointment.

National criminal history check

A national criminal history check is an integral part of the assessment of your suitability. Information extracted from this form will be forwarded to the Australian Criminal Intelligence Commission (ACIC) and other Australian police services* for checking action.

By signing the form you are providing your consent to these agencies:

- (a) disclosing criminal history information that pertains to you from their own records to AHPRA, and/or
- (b) accessing their records to obtain criminal history information that in turn will be disclosed to AHPRA.

You are also consenting to your criminal history record being considered in making a decision about your suitability to hold the position for which you have applied.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes, including the investigation of any outstanding criminal offences.

What will my criminal history check show?

Criminal history information may include outstanding charges and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

A conviction which is 'spent' within the meaning of the spent convictions scheme as in force in each state and territory, may be disclosed to or considered by AHPRA in assessing your suitability for a position. Whether a conviction is spent will depend on the spent convictions legislation or policy as in force in the state where the conviction is recorded. Should you have queries about spent convictions, please refer to the state or territory police force in which the conviction is recorded.

Provision of false or misleading information

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example as a result of a check of national police records, that you have provided false or misleading information, you may be assessed as unsuitable to be appointed to a Board.

You should note that the existence of a criminal record does not mean that you will automatically be assessed as being unsuitable. Each case will be assessed on its merits, so it is in your interests to provide full and frank details on this form.

Privacy statement

We ask you for information about yourself so that we can assess your suitability for the position for which you are applying. On this form we ask you for personal information such as full name, gender and date of birth, and to supply documents to verify your identity. The information will be used to ensure that the criminal history information released is yours and not someone else's with the same name.

Any information provided to AHPRA is kept confidential. If you have any queries about the handling or storage of your personal information, please complete the online enquiry form found at www.ahpra.gov.au, or write to:

The Privacy Officer
Australian Health Practitioner Regulation Agency
GPO Box 9958
IN YOUR CAPITAL CITY (see page 5 for address details)

AHPRA's *Privacy policy* explains how your personal information will be stored, handled and used. This document can be accessed at www.ahpra.gov.au/privacy

Symbols in this form



Additional information

Provides specific information about a question or section of the form.



Attention

Highlights important information about the form.



Attach document(s) to this form

Processing cannot occur until all required documents are received.



Signature required

Requests appropriate parties to sign the form where indicated.

Completing this form

- Read and **complete all questions**.
- Ensure that **all pages** and required **attachments** are returned to AHPRA.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes: ☒
- **DO NOT send original documents unless specified.**



Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.

* Australian Federal Police, NSW Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.



SECTION A: Personal details



The information items in this section of the application marked with an asterisk (*) will appear on the public register.

1. What is your name?



If you have ever been formally known by another name, or you are providing documents in another name, you **must** attach proof of your name change unless this has been previously provided to the Board.

For more information see *Change of name* in the *Information and definitions* section of this form.

Title*

MR ☐

MRS ☐

MISS ☐

MS ☐

DR ☐

OTHER

Family name*

First given name*

Middle name(s)*

Previous names known by (e.g. maiden name)

2. What are your birth details?

Date of birth

 / /

Country of birth

City/Suburb/Town of birth

State/Territory of birth (if within Australia)

VIC ☐

NSW ☐

QLD ☐

SA ☐

WA ☐

NT ☐

TAS ☐

ACT ☐

Sex*

MALE ☐

FEMALE ☐

SECTION B: Contact information

3. What is your current residential address?

Site/building and/or position/department (if applicable)

Address (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET)

City/Suburb/Town

State or territory (e.g. VIC, ACT)/**International province**

Postcode/ZIP

Country (if other than Australia)

Period of residence (if actual dates are unavailable, the year(s) of residence will suffice)

 / / to / /

NO ☐



You **must** provide **all** residential addresses in the past five years in Australia or overseas.

DD / MM / YYYY to DD / MM / YYYY

DD / MM / YYYY to DD / MM / YYYY



Attach a separate sheet if all your address details do not fit in the space provided.

								X
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NO ☐



SECTION C: Proof of identity



100 point check

When applying for a national criminal history check, you will be asked to provide personal identity documents that add up to a minimum of 100 points. 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) and is available from www.comlaw.gov.au by searching for “Statutory Declarations Regulations 1993”. Documents must be selected from the list below.

Change of name

If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change. These documents must be originals or certified true copies and **do not** count towards the 100 points. For more information see *Change of name* in the *Information and definitions* section of this form.

7. Which documents from each category will you provide for proof of identity?



The documents provided **must** meet the following criteria:

- The combination of documents supplied should, as a minimum, evidence your full name and date of birth.
- Your documents must include **one** primary document, or at least **one** secondary document which must contain a photograph.
- Only **one** form of identification will be accepted from the primary category.
- Your initial secondary document will score 40 points. Additional documents will be awarded 25 points each.
- Your utility bills, credit/debit card and bank statement/passbook **must** be from different organisations.
- For recent arrivals in Australia, the full 100 point check is required when the applicant has been in Australia for longer than six weeks.
- All documents **must** be true certified copies of the original. See *Certifying documents* in the *Information and definitions* section of this form for more information.

Primary documents	Points value	Points scored
Birth certificate	70 ☐	
Australian passport (current or expired within the past two years, but not cancelled)	70 ☐	
Australian citizenship certificate	70 ☐	
International passport (current or expired within the past two years, but not cancelled)	70 ☐	
Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (photo or signature)	70 ☐	
Secondary documents	Points Value	Points scored
Current licence or permit (government issued)	40/25 ☐	
Working with children/teachers registration card	40/25 ☐	
ASIC/MSIC card	40/25 ☐	
Public employment photo ID card (government issued)	40/25 ☐	
Department of Veteran's Affairs card	40/25 ☐	
Centrelink pensioner concession card or health care card	40/25 ☐	
Current tertiary education institution photo ID	40/25 ☐	
Reference from a medical practitioner (must have known the applicant for a period of at least 12 months)	40/25 ☐	
Birth extract	40/25 ☐	
Foreign/international driver's licence	25 ☐	
Proof of age card (government issued)	25 ☐	
Medicare card/private health care card	25 ☐	
Council rates notice	25 ☐	
Property lease/rental agreement	25 ☐	
Property insurance papers	25 ☐	
Australian Taxation Office assessment	25 ☐	
Superannuation statement	25 ☐	
Seniors card	25 ☐	
Electoral roll registration	25 ☐	
Motor vehicle registration or insurance documents	25 ☐	
Professional or trade association card	25 ☐	
Utility bills (e.g. telephone, gas, electricity, water)	25 ☐	
Credit/debit card	25 ☐	
Bank statement/passbook	25 ☐	
Recent arrivals in Australia (6 weeks or less – proof of arrival date required)	100 ☐	
Current passport		
Aboriginal person or Torres strait islander resident in a remote area/community	100 ☐	
Identity of applicant ordinarily resident in an isolated area verified by two persons recognised as 'Community leaders' of the community to which the applicant belongs		
TOTAL POINTS (must equal or exceed a total of 100)		



You **must** attach a certified copy of **all** proof of identity documents that you have indicated above.



SECTION D: Consent to obtain personal information



Before you sign and date this form, make sure that you have answered all of the relevant questions correctly and read the statements below. An incomplete form may delay processing and you may be asked to complete a new form. For more information, see the *Information and definitions* section of this form.

I acknowledge that I have read the *Spent convictions schemes* section of the *Information and definitions* section. I understand that in assessing my suitability for the position/entitlement for which I am applying such convictions may be disclosed to or considered by AHPRA.

I understand that the position/entitlement for which I am being considered is in a category for which **no** exclusion has been granted from the application of the spent convictions legislation.

I confirm that I have read the privacy and confidentiality statement for this form.

I declare that:

- I have fully completed this form and the personal information I have provided relates to me, contains my full name and all names previously used by me, and is true and correct, and
- the documents provided in support of this application, are true and correct.

I consent to:

- AHPRA disclosing personal information about me from this form to the ACIC and the Australian police services
- the ACIC disclosing personal information about me to the Australian police services
- the Australian police services disclosing to the ACIC, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, states and territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned, and
- the ACIC providing the information disclosed by the Australian police services to AHPRA in accordance with the laws of the Commonwealth.

I acknowledge that:

- the provision of false or misleading information is a serious offence
- I am providing information to the ACIC (an Agency of the Commonwealth of Australia) and the Australian police services by consenting to AHPRA providing personal information about me from this form, and
- any information provided by me on this form, or by the Australian police services, may be taken into account in assessing my suitability for the role for which I am applying.

Name of applicant

Role for which you are applying

Date

 / /

Signature of applicant



SIGN HERE

Please post this form with required attachments to:

AHPRA Statutory Appointments
GPO Box 9958
Melbourne VIC 3001

You may contact AHPRA Statutory Appointments
at statutoryappointments@ahpra.gov.au



Information and definitions

CERTIFYING DOCUMENTS

DO NOT send original documents unless specified.

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents. Each and every certified document **must**:

- be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with AHPRA guidelines, which are available at www.ahpra.gov.au/registration/registration-process
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit www.ahpra.gov.au/certify
- be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer, and
- list the name, date of certification, and contact phone number, and position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied.

Certified copies will only be accepted in hard copy by mail or in person (not by fax, email, etc). Photocopies of previously certified documents will not be accepted. For more information, AHPRA's guidelines for certifying documents can be found online at www.ahpra.gov.au/certify

CHANGE OF NAME

You must provide evidence of a change of name if any of the documentation you are providing in support of your application is in another name(s).

Evidence must be a certified copy of one of the following documents:

- Standard marriage certificate (official certificate obtained by the government. Ceremonial certificates will not be accepted).
- Deed poll.
- Change of name certificate.

Faxed, scanned or emailed copies of certified documents will not be accepted.

STORAGE

If you are selected for the position for which you are applying, copies of documents that may uniquely identify you will be retained on your file.

Any criminal history information obtained will be securely destroyed within three months of receipt from ACIC.

In the event that you do not obtain a position on a board, your national criminal history check results will be securely destroyed within three months of receipt from ACIC or other police service.

WHO OWNS THE NATIONAL CRIMINAL HISTORY CHECK?

AHPRA will disclose to you your criminal history result should it be required.

Please note that, consistent with the principles of the *Privacy Act 1988* (Cth), you are able to view documents that relate to you that are held by AHPRA.

If you choose not to provide us with information that we have requested, we will be unable to proceed with your application.

SPENT CONVICTIONS SCHEMES

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/registration, police may restrict the release of a person's police record according to the police 'Information Release Policy'. If you have a police record, 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 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years old may be released if it:

- includes a term of imprisonment longer than 30 months,
- includes a serious, violent or sexual offence and the records check is for the purpose of working with children, elderly people or disabled people, or
- is in the interests of crime prevention or public safety.

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 services

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/findings of guilt (widely referred to as 'spent' or 'rehabilitated' convictions).

Where a criminal history record with another Australian police service has been obtained, spent or rehabilitated convictions may be released.

Please contact individual police services directly for further information about their release policies and any legislation that affects them.

OFFICE USE ONLY

Authorised officer for proof of identity

Name of AHPRA authorised officer

Signature of AHPRA authorised officer

Date

Name of person who is lodging the national criminal history check

Name

Proof of identity (POI) summary

	YES	NO
POI established	☐	☐
Previous names recorded	☐	☐
Signature witnessed by authorised POI delegate	☐	☐
Copies of all documents attached	☐	☐

National criminal history check summary

National criminal history check submitted	Date	DD / MM / YYYY
	ID Number	
Pending further investigation	Follow up	DD / MM / YYYY
Further information received	Date	DD / MM / YYYY

Outcome

Clear	☐	Match	☐
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