



**NATIONAL CRIMINAL RECORD CHECK  
All Aged Care Volunteers**

**COVER SHEET**

***CONFIDENTIAL***

---

**To: Human Resources**

**Fax: 9326 9796**

---

**Name of Applicant:**

---

**Position:**

---

**Program/Cost Centre:**

---

**Manager's name:**

---

Attachments:

- National Criminal Record Check form**  
(fully completed, including "Other/Alias" sections, and signed)
  
- Photocopies of identification to the value of 100 points (attached)**





## NATIONAL CRIMINAL HISTORY RECORD CHECK - GENERAL INFORMATION

---

### GENERAL INFORMATION

This Form is used by The Personnel Risk Management Group Pty Ltd ("The PRM Group") in relation to the assessment of the suitability of a person to have responsibility for the care of the disabled in a residential setting in Victoria.

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.

### CRIMINAL HISTORY RECORD CHECK

Criminal history record checks are an integral part of the assessment of your suitability.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police services<sup>1</sup> 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 The PRM Group for onward transmission to The Benevolent Society; and/or
- b) accessing their records to obtain criminal history information that in turn will be disclosed to The PRM Group for onward transmission to The Benevolent Society.

Such 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.

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.

### SPENT CONVICTIONS SCHEMES

#### Commonwealth

Part VIIC of the *Crimes Act 1914* deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction for a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Privacy Commissioner).

Part VIIC of the *Crimes Act 1914* and *Crimes Regulations 1990* provide for "statutory" or "regulatory" exclusions from the disclosure and use standards for spent convictions only.

**Please note:** Section 85ZZH(k) of the *Crimes Act 1914* (Cth) states that Part VIIC of the *Act* relating to spent convictions does not apply in relation to the disclosure of information about a conviction of an offence involving violence for the purpose of assessing the suitability of a person to have responsibility for the care of the disabled in a residential setting in Victoria.

#### Other Australian police services

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record 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/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 provided that this is in accordance with relevant legislation (and/or release policy). Please contact individual police services directly for further information about their release policies and any legislation that affects them.

### 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 police records, that you have provided false or misleading information, you may be assessed as unsuitable.

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

---

<sup>1</sup> Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force.

# 100 POINT IDENTIFICATION CHECK

It is a requirement of the National Criminal Record Check and Working With Children Check process that your identity be verified.

Please provide photocopies of at least 100 points of identification using the checklist below. The point score of documents must equal 100 points and may be made up combining secondary sources of identification if a primary source is not available.

Primary identification (only one of each may be submitted)	Score
<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages</li> <li>• Citizenship Certificate</li> <li>• Current Passport</li> <li>• Expired passport which has not been cancelled and was current within the preceding 2 years</li> </ul>	<b>70</b>
<b>Secondary identification</b>	
<p>The following documents must have a PHOTOGRAPH and NAME:</p> <ul style="list-style-type: none"> <li>• Driver Licence issued by an Australian State or Territory</li> <li>• Licence or permit issued under a law of the Commonwealth, a State or Territory Government (e.g. a boat licence)</li> <li>• Identification card issued to a public employee</li> <li>• Identification card issued by the Commonwealth, a State or Territory as evidence of the applicant's entitlement to a financial benefit (eg. Pension card)</li> <li>• Identification card issued to a student at a tertiary education institution</li> <li>• Proof of Age Card or NSW Photo Card issued by the NSW Roads and Traffic Authority</li> </ul>	<b>40</b>
<p>The following documents must show NAME and ADDRESS:</p> <ul style="list-style-type: none"> <li>• Document held by a cash dealer giving security over the applicant's property</li> <li>• A mortgage or other instrument of security held by a financial body</li> <li>• Council rates notice</li> <li>• Document from the applicant's current or former employer within the past 2 years</li> <li>• Document from the Credit Reference Association of Australia</li> <li>• Land Titles Office record</li> </ul>	<b>35</b>
<p>The following documents must show NAME and SIGNATURE – points from the same source may only be counted once (ie. a Mastercard and EFTPOS card issued by the same financial institution):</p> <ul style="list-style-type: none"> <li>• Credit card or account card from a bank, building society or credit union (copy both sides of card)</li> <li>• Marriage Certificate (for maiden name only)</li> <li>• Foreign Driver's Licence</li> <li>• Medicare Card (signature not required)</li> <li>• Membership card for a registered club</li> <li>• NRMA Membership</li> <li>• EFTPOS Card (copy both sides of card)</li> </ul>	<b>25</b>
<p>The following documents must show NAME and ADDRESS:</p> <ul style="list-style-type: none"> <li>• Lease/rental agreement</li> <li>• Rent receipt from a licensed real estate agent</li> <li>• Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny</li> <li>• A recent signed reference of recommendation from an acceptable referee (eg doctor, teacher, clergy, banker, police etc)</li> <li>• Records of a public utility – eg. telephone, water, gas or electricity bill)</li> <li>• Records of a financial institution</li> <li>• A record held under law other than a law relating to land titles</li> </ul>	<b>25</b>
<p>The following documents must show NAME and DATE OF BIRTH:</p> <ul style="list-style-type: none"> <li>• Records of a primary, secondary, or tertiary institution attended by the applicant within the past 10 years</li> <li>• Records of a professional or trade association of which the applicant is a member</li> </ul>	<b>25</b>