

## Criminal history check application form

<b>Surname (present)</b>		<b>All other surnames used</b>	
<b>Christian or given names</b>		<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>Date of birth</b>	<b>Town / city of birth</b>	<b>State / country of birth</b>	
<b>Contact phone Number</b>	<b>Drivers licence number &amp; State</b>		
<b>Permanent Residential Address Over Last 10 Years</b>			

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. <i>Attach list if insufficient room.</i>	If actual dates are unavailable, details of year of residence will suffice.
<b>Current</b>	<b>Period of residence</b>
	/ / to / /
	/ / to / /
	/ / to / /
	/ / to / /

**CRIMINAL/TRAFFIC CHARGE, CONVICTION OR PECUNIARY PENALTIES**

(i)	Are you the subject of any traffic violations, criminal or traffic charge(s) still pending before a court?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(ii)	Do you have any conviction(s) or findings of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No
(iii)	Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile convictions(s) or finding(s) of guilt) where the sentence imposed was greater than thirty (30) months imprisonment?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**If you answered YES to any of the above questions, please attach details:**

<p style="text-align: center;"><b><u>USER CODE -</u></b></p> <p>Please return the completed application together with a cheque or money order and a stamped self addressed envelope to:-</p> <p>Australian Federal Police Locked Bag 1 Weston ACT 2611 <b><u>YOUR RETURN ADDRESS</u></b> (if same as current address write 'as above')</p>	<p style="text-align: center;"><b><u>Police Use Only</u></b> <b>Australian Federal Police</b> NOT RECORDED / RECORDED</p> <p>NOTE: As fingerprints do not accompany your request, the Australian Federal Police cannot guarantee in any manner, that the information supplied herewith concerns the individual in whom you are interested.</p> <p>Signature: .....</p> <p>Date: ...../...../.....</p> <p>For Commissioner Australian Federal Police</p>
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Commonwealth of Australia

## CONSENT TO OBTAIN PERSONAL INFORMATION (for categories where **NO EXCLUSION** has been granted from spent convictions legislation)

I.....hereby:

(Full name - **BLOCK LETTERS** and in **INK**)

- (i) acknowledge that I have read the General Information document provided with this Form and understand that I do not have to disclose old protected convictions information, which is described under the heading Spent Convictions Scheme in the General Information document;
- (ii) certify that the personal information I have provided on both the front and back of this form relates to me and is correct;
- (iii) consent to.....

*(Name of Organisation Seeking information)*

forwarding this form to the Australian Federal Police and/or the Police Services of the States or Territories of the Commonwealth of Australia and providing relevant information to the above organisation.

- (iv) specify entitlement..... applied for;  
*(eg. SES, ASO, Bus driver, Insurance, Visa, etc)*
- (v) consent to the AFP or other relevant Australian police force(s) extracting from their records copies of traffic violations, and criminal and/or traffic records relating to me pending before a Court and/or details of convictions or findings of guilt which have been recorded against me and which are not covered by Part VIIC of the Crimes Act 1914 dealing with spent convictions;
- (vi) acknowledge that any information provided by me on this Form or by the police as a result of the records check may be taken into account by the organisation mentioned in **(iii)** above in assessing my suitability to receive the entitlement.

Signature..... Date        /        /

**PRIVACY STATEMENT:** The information you supply on this form will be used only for the purpose for which you have provided it. It will not be disclosed without your consent unless statutory obligations require otherwise.

## **Terms and conditions**

### **CHARACTER CHECKING**

**The Australian Federal Police advise all applicants that for character checks, they must meet the following requirements in the application.**

1. Applications to be filled out in black biro or typed
2. **Photocopy** of drivers licence or other document with photograph included must accompany application wherever possible.
3. **SELF STAMPED ADDRESSED ENVELOPE TO BE INCLUDED WITH FORM.**
4. Full postal address on the bottom left hand corner of the Personal Particulars side of the form.
5. If there has been a change of names, then previous and current names **MUST** be included on the form, (eg. **MAIDEN, DEFACTO, DEED POLL**, etc).
6. Applicant's signature must not be more than three months old.
7. Please check the date Of birth to see if it is the correct year. Also see that all the necessary details have been completed and that the form is signed.
8. **Payment of the required fee:**  
  
\$36 each **NAME CHECK** application.  
\$130 for a **FINGERPRINT APPLICATION** (where fingerprints taken and processed by the AFP)  
\$103 for a **FINGERPRINT AND NAME APPLICATION** (where fingerprints supplied)
9. Cheque or money order (in **Australian dollars**) made payable to **AUSTRALIAN FEDERAL POLICE** must be included with **all** applications and be posted to:  
  
Australian Federal Police Criminal History Branch Locked Bag No.1 WESTON ACT 2611
10. Failure to meet the required standards will result in the forms being returned for amendment.

### Spent Conviction Scheme

On 30 June 1990, new Commonwealth legislation relating to the collection, use and disclosure of old conviction information came into effect. This new law is commonly known as the Spent Conviction Scheme.

The aim of the Scheme is to prevent discrimination on the basis of certain old convictions, once a waiting period has passed and provided the individual has not re-offended. The Scheme also covers convictions where an individual's conviction has been set aside or pardoned.

An individual whose conviction is protected by Part VIIC of the *Crimes Act 1914* does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies. Commonwealth authorities are prohibited from taking into account or from disclosing without consent of the individual such convictions.

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

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

*The Attorney-General, on the recommendation of the Privacy Commissioner, has granted exclusions, both partial and full, from the operation of the Scheme for several categories of employment. There are also statutory exclusions contained within the Act. This means that applicants for those positions must declare all convictions where a full exclusion exists, or convictions for specific offences where a partial exclusion exists. Details of exclusions should be provided to you by the employing organisation before your consent is sought to conduct a criminal history check.*

An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the privacy Commissioner for an investigation of the matter. The address is GPO Box 5218, SYDNEY, NSW 2001.

For more information please phone (02) 6256 7777  
or email Criminal History Branch: [vetting@afp.gov.au](mailto:vetting@afp.gov.au)