



VICTORIA POLICE

# CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD

Office Use Only	Result:	Checks: 1. S&GN&NNI 2. S&DOB&NNI 3. PH&NNI	Our Ref No:
	Vic:		Your Ref No:
	Others:		
Initials:			

**Before completing this form, please read instructions on the reverse. Complete in ink ONLY.**

**SECTION 1: APPLICANT DETAILS:**

Family Name:  Given Names:

**Previous or alternative names (see Section 5):**

Family Name:  Given Names:

Current Residential Address:  Postcode:

Daytime Telephone No:  Date of Birth:  /  /  Place of Birth:

**Previous addresses within the last five years (see Section 5):**

Postcode:

Driver's Licence Number:  Copy Attached?  Place of Issue:

- Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic), that are less than 10 years old (five years for juvenile offences) in Victoria? See Section 6.  Yes  No
- Do you have any convictions, findings of guilt and/or pending charges against you (non-traffic), in any other Australian State that are less than 10 years old (five for juvenile offences)? See Section 6.  Yes  No
- Do you have any convictions, findings of guilt and/or pending charges against you for Commonwealth or Territory offences (non-traffic) that are less than 10 years old (five years for juvenile offences)? See Section 6.  Yes  No
- Do you have any convictions for offences (non-traffic) where the sentence imposed was imprisonment for a period greater than 30 months? See Section 6.  Yes  No

**SECTION 2: TYPE OF CHECK/FEES** (see Section 5) Tick appropriate box:

National Name Check (\$29.80 Australian). \*  Police and fingerprints records search (\$123.40 Australian). \*

*\*Fees subject to change please see note 1 overleaf.*

**NB:** Organisations with authorisation to conduct records checks at a reduced fee of \$13.70 must complete Section 7 on the reverse of this form.

**SECTION 3: PURPOSE OF CHECK** (see Section 5) Tick appropriate box:

Employment, voluntary work or occupation related licensing. Please specify **TYPE** of position [see Section 5].

For personal use only, **NOT** for employment or release to any other parties. (See Section 6 "What will my National Police Certificate show?").

Family Day Care (Section 8 on reverse must be completed).

Application for overseas visa.

Gaming licence application.

Other (Please specify)

Driver or operator of a bus, taxi, hire car, tow truck; or driving instructor

**SECTION 4: STATEMENT OF CONSENT AND INDEMNITY**

I hereby consent to a check of the records of Victoria Police and other Australian police forces and to the release, to the address below, of details of any convictions, findings of guilt, either with or without conviction, any matters still outstanding against me and any other matters deemed to be relevant which are recorded against my name.

**Name and address of organisation/person to whom result is to be sent. Victoria Police will send the result directly to this address. Copies are NOT provided.**

(Name of Recipient [person or organisation]) **Result is to be sent to the applicant**

**(name and residential address as detailed above)**

(Address of Recipient) **Result is to be sent to the applicant**

**(name and residential address as detailed above)** Postcode:

In consideration of Victoria Police releasing details of any convictions and other information recorded against my name, I hereby indemnify the State of Victoria, its servants and agents including all members of Victoria Police against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the release of any details of any conviction and other information recorded against my name or purporting to either relate to or concern me.

**Signed:**

Signature of Applicant:

Printed Name Of Applicant:

Date:

**In the Presence of:**

Signature of Witness:

Printed Name Of Witness:

Date:

**CHECKLIST:** All relevant sections completed?  Yes Have you attached: 1. Copy of identification?  Yes 2. Relevant payment?  Yes

**SECTION 5: INSTRUCTIONS FOR COMPLETING THIS FORM****Please ensure that you:**

- Write in ink and use BLOCK LETTERS
- Complete all sections on the front of the form
- Complete the sections below if they apply to you
- Sign and date the form and have your signature witnessed
- Do not alter or delete the wording on the form in any way

**MAIL THIS FORM AND ALL ATTACHMENTS TO:**  
PUBLIC ENQUIRY SERVICE  
VICTORIA POLICE  
P.O. BOX 418  
MELBOURNE VIC 8005

**You must attach the following documents to this form:**

- A cheque or money order made payable to **Victoria Police**. The fees are:  
\$29.80 for a national name check  
\$123.40 for a police and fingerprints records search.

**Note 1:** Fees change annually on 1<sup>st</sup> July, please refer to [www.police.vic.gov.au](http://www.police.vic.gov.au) or contact this office on 1300 881 596 to get the current fee if submitting form around this date.

**Note 2:** A receipt will not be issued unless requested

**PLEASE DO NOT SEND CASH THROUGH THE MAIL**

- A photocopy of your driver's licence, passport or birth certificate.
- **For a police and fingerprints records search**, you must also enclose a full set of fingerprints taken on Victoria Police form 235A or an appropriate form from another police force. Fingerprints can be taken by appointment at a police station or at the Victoria Police Centre, 637 Flinders Street, Melbourne by phoning (03) 9628 8300 for **appointments only** for general enquiries please call 1300 881 596

**Previous or alternative names:** In this section, write all names by which you are or have formerly been known, including your maiden name. If you have more than one such name, attach a separate list.

**Previous addresses within the last five years:** In this section write all addresses at which you have resided within the last five years. If you have more than one previous address, attach a separate list.

**Type of check/fees:** If you are not sure which type of check you need, ask the organisation or person who requires the check.

**Purpose of Check:** If the check is for employment, voluntary work or occupation related licensing, specify the type of work (eg. child care worker, cleaner, teacher, prison officer, sports coach, estate agent, bank officer, firefighter).

**SECTION 6: WHAT WILL MY NATIONAL POLICE CERTIFICATE SHOW?****Victoria Police Policy - Victorian Records**

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

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

**Please note:**

- If the records check is for the **applicant's personal information only**, the above restrictions do not apply and all court results will be released.
- 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 Forces - Non-Victorian Records**

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

**SECTION 7: DECLARATION OF VOLUNTEER/STUDENT/FAMILY DAY CARE RESIDENT STATUS**

*(This section is for the use of organisations which have been authorised by Victoria Police to have records checks on volunteers, students or Family Day Care residents conducted at a reduced fee and should be completed by a representative of the authorising organisation/council).*

I declare that the applicant named on this form is a student, prospective voluntary worker or Family Day Care resident authorised by the organisation named below. He/she will receive no payment for his/her services.

Organisation Name:	<input type="text"/>	CVF Number:	<input type="text"/>
Signature of Organisation's Representative:	<input type="text"/>	Printed Name:	<input type="text"/>
Position:	<input type="text"/>	Date:	<input type="text"/>

**SECTION 8: FAMILY DAY CARE SCHEME PARTICIPANTS**

This application is for the purpose of participation in a Family Day Care Scheme. The person named on the front of this form is:

- Care provider – full fee applies, or  
 Adult (eighteen years or over) residing with care provider—reduced fee applies (Section 7 and following fields must be completed).

Care Provider's name:

Dept. of Justice Working with Children Application/Card No: