

Australia Background Check

Check Information

This application form captures the information that First Advantage Ltd needs in order to process an Overseas Background Check in **Australia**.

Check Type

National Criminal Record Check.

Official Source of Information

Australian Federal Police.

Turnaround Time

17 working days.

Disclaimer

The information provided in this pack is correct at the time of production.



Guidance Notes for the Applicant

Please read the instructions below before you start, as they will help you to complete the form correctly.

Required Information

Make sure that you fill in all the fields on the form. You (the applicant) should complete the form yourself.

You must supply ALL of the following:

- Your full name
- Your date of birth
- Any other names you are or have previously been known by
- Your most recent address in Australia
- Your current address
- Scanned images of your supporting ID documents
 - See the 'NATIONAL POLICE CHECK (NPC) 100 POINT CHECKLIST FOR IDENTIFICATION DOCUMENTS' guide at the end of this pack for information about what ID documents are acceptable
- A completed and signed 'AFP National Police Check' application form (included at the end of this application)
- A completed and signed Australia-specific Letter of Authority (included at the end of this application)
- A signed consent form
 - You must sign, date, and tick the consent box in the 'Release of Information' part of the final section of this application form

When you have completed all the required paperwork, send it to the organisation that requested the check in line with their instructions.

Overseas Criminal Record Check Application Form

You can complete this form electronically *or* print it out and fill it in with black or blue ink. In either case, you must provide a *hand-written signature* in the final section of the form. Please use **BLOCK CAPITAL LETTERS** if you are filling out the form by hand.

Section 1: Personal Details

Supply your full legal name as shown on your passport, and any other names you are or have previously been known by. Write your date of birth in the format 'Day-Month-Year'.

Forename:

Middle Name(s):

Surname:

Date of Birth:

Other/Previous Name(s):



Section 2: Address Details

Supply your most recent address in Australia and your current address (if different). You must write the address in full, including the door number and the post/zip code (where applicable).

Most Recent Address in Australia

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____

Current Address (if different)

Building Name: _____

House/Flat Number: _____

Street: _____

City/Town: _____

Post/Zip Code: _____

Region/State: _____

Country: _____



Section 3: Scanned Image of Your Supporting ID Document

You must include a scanned image of a valid ID document with this application. See the 'Guidance Notes for the Applicant' for information about what ID documents are acceptable.

Section 4: Applicant/Employee Notification and Release of Information

Applications for this background check are processed by the organisation that has requested this check (usually your employer) and First Advantage | KnowYourPeople ('First Advantage Incorporated'). The information provided by you to the organisation that has requested this check will be passed to First Advantage who administer the check on behalf of the organisation.

In order for overseas background checks to be completed, your information will also be passed to First Advantage to conduct searches on your background information. This may include civil and criminal records, local language media information and this will be completed by contacting the relevant government agencies and courts and other contributors (the "Contributors") within the country noted on this application form.

These bodies use the information provided to identify possible matches to records held by them. Where such a match is established, personal data may be released to First Advantage for inclusion on any report issued and where information is noted, personal data and information relating to any criminal record relating to you will be released to First Advantage for inclusion on any report issued.

Where your personal data is transferred outside the EEA, it is protected in a manner that is consistent with how your personal data will be protected in the EEA. This can be done in a number of ways:

- The country might be approved by the European Commission or a relevant data protection authority;
- The recipient might have signed up to a contract based on "model contractual clauses" approved by the European Commission, obliging them to protect your personal data;
- In other circumstances, the law may permit the transfer your personal data outside the EEA, for example, where there is a legal obligation of the organisation requesting the check or a contractual obligation to complete the check.

The information provided in this application form may be used to verify your identity for authentication purposes.

Release of Information

Please **TICK** the box

I give my consent for the relevant government agencies and courts and other contributors (the "Contributors") to provide First Advantage with personal information that they may hold about me in relation to this check.

I confirm that I have read the above statement of 'Applicant/Employee Notification and Release of Information' and I am aware how my information will be used to complete the check.

Print Name:

Applicant Signature:

Date:



Australian Federal Police National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Office use only

1. Purpose of NPC

Enter the relevant code number from the table at **Section 1: Purpose of NPC on the Application completion Guide** (e.g. Fire fighting/prevention = Code No 15)

Code Number:

If a code is not specified this application will be processed as a Standard Disclosure (Code 30).

If the purpose is not listed or you are unsure please email Criminal Records Client Services criminalrecords-clientservices@afp.gov.au for assistance.

2. Applicant Details

If completing manually use form CR500m. Mark check boxes with a cross (X).

Current Family Name

All Given Names

Date of Birth (DD/MM/YYYY) / /

Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll). If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included

Family Name: (include all name changes and maiden name) Given Names

Date of Birth

/ /

/ /

Place of Birth Town

State

Country

Telephone Numbers: Home

Work

Mobile

Australian Drivers Licence Number

Issuing State:

Copy Attached

Current Residential Address – Complete in FULL

Unit No. Street No. Street Name / Street Type

Suburb/City

Post Code

State Country

Residency From

/ /

Previous Residential Address – Complete in FULL

Unit No. Street No. Street Name / Street Type

Suburb/City

Post Code

State Country

Residency From

/ /

3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
AIS INTERNATIONAL GROUP	3161	

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes No If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

(a) fingerprints taken by another police jurisdiction OR

(b) fingerprints taken by the AFP and not charged when taken OR

(c) fingerprints taken by the AFP and charged when taken - receipt of payment must be supplied with this form

6. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 1 – 5) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, Australian Criminal Intelligence Commission, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature

Date / /

If you are under 18 years of age please provide consent below from a parent/guardian.

Parent/Guardian Signature

Date / /

Parent/Guardian name printed in full

Letter of Authority

Please read carefully and sign the following statement

Permission is hereby given to (our client name) and I-Cover Screening Limited/Advise Data, its designated representatives and agents, acting on behalf of my prospective/current employer to check and independently request, process and receive information regarding my association with companies in Australia.

I agree such information to be obtained, processed and stored either in writing, via electronic transmission, via telephone, or in any other necessary format whereby a reference is required to be administered with the relevant public or private institution having the access to check, verify, confirm and disclose my records.

By signing below, I grant my consent and agree that (our client name) may pass data collected to I-Cover Screening Limited/Advise Data, its designated representatives and agents acting on behalf of my prospective/current employer outside the EEA to be processed and stored in an appropriate format. I understand that my records will continue to be handled in accordance with data protection regulations.

My personal details are (necessary for the check):

First name	Maiden name:	Surname:
Current/Previous Address in Australia:		
Place of Birth:		
DOB:		

The processed information is to be used only for employment purposes. All records shall be duly destroyed within the legal timeframes as stipulated in the Data Protection laws and regulations.

Signature: _____

Date: _____



NATIONAL POLICE CHECK (NPC) 100 POINT CHECKLIST FOR IDENTIFICATION DOCUMENTS

A minimum of 100 points of identification has to be provided with an application. Use this as a checklist when preparing your identification documents.

Identification Documents - 100 Point Checklist

Tick if included

You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation		Required on document N = Name, P = photo A = Address, S = Signature	Points Worth	Points gained
Primary Documents				
<input type="checkbox"/>	Foreign Passport (current)	N – P	70	
<input type="checkbox"/>	Australian Passport (current or expired within last 2 years but not cancelled)	N – P	70	
<input type="checkbox"/>	Australian Citizenship Certificate	N	70	
<input type="checkbox"/>	Full Birth certificate (not birth certificate extract)	N	70	
<input type="checkbox"/>	Certificate of Identity issued by the Australian Government to refugees and non Australian citizens for entry to Australia	N	70	
<input type="checkbox"/>	Australian Driver Licence/Learner's Permit	N – A – P	40	
<input type="checkbox"/>	Current (Australian) Tertiary Student Identification Card	N – P	40	
<input type="checkbox"/>	Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	N – P	40	
<input type="checkbox"/>	Government employee ID (Australian Federal/State/Territory)	N – P	40	
<input type="checkbox"/>	Defence Force Identity Card (with photo or signature)	N – P	40	
Secondary Documents				
<input type="checkbox"/>	Department of Veterans Affairs (DVA) card	N – A	40	
<input type="checkbox"/>	Centrelink card (with reference number)	N – A	40	
<input type="checkbox"/>	Birth Certificate Extract	N	25	
<input type="checkbox"/>	Birth card (NSW Births, Deaths, Marriages issue only)	N	25	
<input type="checkbox"/>	Medicare card	N	25	
<input type="checkbox"/>	Credit card or account card	N	25	
<input type="checkbox"/>	Australian Marriage certificate (Australian Registry issue only)	N – S	25	
<input type="checkbox"/>	Decree Nisi / Decree Absolute (Australian Registry issue only)	N – S	25	
<input type="checkbox"/>	Change of name certificate (Australian Registry issue only)	N – S	25	
<input type="checkbox"/>	Bank statement (showing transactions)	N – A	25	
<input type="checkbox"/>	Property lease agreement - current address	N – A	25	
<input type="checkbox"/>	Taxation assessment notice	N – A	25	
<input type="checkbox"/>	Australian Mortgage Documents - Current address	N – A	25	
<input type="checkbox"/>	Rating Authority - Current address eg Land Rates	N – A	25	
<input type="checkbox"/>	Utility Bill - electricity, gas, telephone - Current address (less than 12 months old)	N – A	20	
<input type="checkbox"/>	Reference from Indigenous Organisation	N – P	20	
<input type="checkbox"/>	Documents issued outside Australia (equivalent to Australian documents). Must have official translation attached	N – P	20	
Total points provided (minimum 100) :				