



# Application for Police Check

## Police Character Check / Criminal Records & Traffic Infringements

This form, payment and a photocopy of your driver licence must be posted immediately to the Road Transport Authority (see overleaf for details). This form can take up to six weeks for approval and **must be filled out in black biro or typed.**

### Personal Details

Surname	Given name	Other names
<input type="text"/>	<input type="text"/>	<input type="text"/>
Other names used (including maiden name)	Date of birth	Gender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
Residential address		
<input type="text"/>		
Town / City of Birth	State / Country of Birth	Contact Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Licence Number	State / Territory / Country of Issue	Class(es) Currently Held
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Application details

I wish to apply for a Police character check in support of my application for a public vehicle driver licence, approval as an accredited driver instructor, or appointment under the Authorised Examiner Scheme. (Please tick appropriate box)

Hire car
  Taxi
  Restricted hire car
  Public bus
  Accredited driving instructor
  Rideshare  
 Authorised Examiner Scheme - Examiner
  Authorised Examiner Scheme - Proprietor

This application is for a (please tick):  Original  Renewal  Restoration

### Permanent home addresses

Please provide details of your permanent home addresses or home address for the last ten (10) years.

ADDRESS If full details are unavailable, town(s) and state(s) will suffice.	PERIOD OF RESIDENCE If actual dates are unavailable, year(s) of residence will suffice.
Current Address	/ / to / /
	/ / to / /
	/ / to / /
	/ / to / /

(If more space is required, please supply a separate page)

### Criminal charge, conviction or pecuniary penalties

**Questions 1 to 3 relate to applications for a public vehicle driver licence or accreditation as a driving instructor.**

- Are you the subject of any criminal charge(s) still pending before a court? Yes  No
- Do you have any conviction(s) or finding(s) 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? Yes  No
- Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old [or five (5) years for juvenile conviction(s) or finding(s) of guilt], where the sentence imposed was greater than six (6) months imprisonment? Yes  No

**Question 4 relates to application for appointment under the Authorised Examiner Scheme**

- In the case of an application by a natural person, has the applicant; or in the case of a body corporate, has a director of the corporation, during the period of five (5) years preceding the date of the application for appointment been convicted of an offence that involves fraud or dishonesty whether in the Territory or elsewhere? Yes  No

If you answered YES to any of the above questions, please provide details overleaf.

### Details of any court convictions and findings of guilt.

Date	Place	Nature of Offence	Penalty

(attach a separate sheet if necessary)

### Details of any cancellations / suspensions of your driver licence or disqualification from obtaining a licence.

Period	State / Territory	Type of cancellation / suspension / disqualification	Reinstated

(attach a separate sheet if necessary)

### STAFF IN CONFIDENCE - NO EXCLUSION

#### Consent To Obtain Personal Information

(For categories where NO EXCLUSION has been granted from spent convictions legislation). Complete with BLOCK LETTERS:

I,  (full name) hereby:

1. Acknowledge that I have read the General Information provided with this form and understand that I do not have to disclose details of 'spent convictions';
2. Certify that the personal information I have provided on all pages of this form relates to me and is correct;
3. Consent to the AFP, other relevant Australian Police Force(s) an Australian Court of Law or a Road Transport Authority extracting from its records details of traffic violations and criminal 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 'spent convictions' for the purposes of the *Spent Convictions Act 2000*;
4. Acknowledge that any information provided by me on this form or by the Police, a Court of Law or Road Transport Authority as a result of the records, check may be taken into account by the Road Transport Authority in assessing my suitability to hold a public vehicle driver licence, be accredited as a driving instructor, or be an authorised examiner; and
5. Acknowledge that such information may be provided to an accredited public passenger service operator in circumstances where the RTA is satisfied on reasonable grounds that it is necessary for the protection of public safety or the security of public transport infrastructure.

Signature

Date

A Police check is valid for six (6) months from the date of issue. The information sought on this form is required under the *Road Transport (Driver Licensing) Act 1999* to assess your application for a driver licence and/or accreditation as a driving instructor; and/or under the *Road Transport (Vehicle Registration) Act 1999* to assess your application for authorisation as an examiner.

#### Requirements For Sending This Form

- This application must be filled out in black biro or typed.
- If there has been a change of names, then previous and current names MUST be included with this form (e.g. Maiden name etc.),
- Births, Deaths & Marriages change of name certificate is required
- Your signature must be no more than three (3) months old.
- Please check that all the necessary details have been completed and that the form is signed.

#### PROCEDURE

The fee for the Police Check is: **\$45.00** (fee is subject to change without notice).

Cheques and money orders are to be made payable to: **The Commissioner, Australian Federal Police.**

Send the completed form and a copy of your driver licence with a cheque or money order to: **Road Transport Authority, PO Box 582, Dickson ACT 2602.**

When the police check is completed it will be returned by the Australian Federal Police to the Road Transport Authority.

## Police records check for application for:

- Accreditation for public vehicle driver licence; or
- Accreditation as a driving instructor; or
- Authorisation as an examiner.

## General Information

Persons applying to hold a public vehicle driver licence or seeking to be accredited as a driving instructor or authorised examiner are required to provide to the Road Transport Authority (RTA) a statement of the applicant's criminal history supplied by the police.

The 'Application for Police Check' form is used to authorise the Australian Federal Police or an Australian Court to supply to the RTA details of an applicant's disclosable criminal and or traffic convictions. An applicant's disclosable criminal and or traffic convictions are considered by the RTA in assessing whether the applicant is a suitable person to hold a public vehicle driver licence, be accredited as a driving instructor or be an authorised examiner. Unless statutory obligations require or provide otherwise, the information provided on this form will not be used without your prior consent for any purpose other than:

- Assessing your suitability for a public vehicle driver licence, accreditation as a driving instructor or an authorised examiner; and
- Providing advice to an accredited public passenger service operator for the protection of public safety or the security of public transport infrastructure.

## Police Records Check

On this form you are asked to disclose whether you are the subject of any criminal charges including traffic violations still pending before a Court, or whether you have been the subject of criminal and or traffic convictions or findings of guilt before a Court. You are not required to reveal any convictions, which are 'spent convictions' under the *Spent Convictions Act 2000*.

This form must be forwarded to the Road Transport Authority together with a cheque for the required amount (made payable to: The Commissioner, Australian Federal Police), and you are asked to consent to:

- (a) The AFP disclosing criminal history information from its own records to the Road Transport Authority for your entitlement;
- (b) The AFP accessing the records of any State / Territory Police Forces and to obtain any criminal and or traffic history information which in turn would be disclosed to the Road Transport Authority;
- (c) An Australian Capital Territory Law Court disclosing information from its own records in relation to criminal offences to the Road Transport Authority for assessing your entitlement; and
- (d) A Road Transport Authority disclosing details of your traffic violations from its records.

## Spent Convictions

Generally, persons are not required to disclose, and no account may be taken of a 'spent conviction'. However, if you are to be employed or engaged in work which provides a service for children, older people or people with a disability, such as the provision of public passenger services, you are required to disclose all convictions.

## Convictions for the following can never become spent:

- For which a prison sentence of longer than 6 months is imposed;
- For a sexual offence; and
- Of a corporation.

All other convictions become spent on completion of the relevant crime free period. If a person was convicted of an offence as an adult, upon the completion of a crime free period of 10 consecutive years; i.e. a period during which the person was not in prison because of conviction for an offence, convicted of an offence punishable by imprisonment, subject to a convict order or unlawfully at large, the conviction becomes spent.

The relevant crime free period for a person who was dealt with as a juvenile in relation to the offence is five years.

An individual who believes the standards dealing with disclosure and use of 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.

## 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, this may be taken into account in the assessment of your suitability to be licensed / accredited as the case may be.