



# Application for the Renewal of a Limited Registration



**This form is used to apply for the renewal of a Limited Registration.**

To renew a Limited Registration the circumstances of the original registration, including the schools and the nominees teaching duties, must remain unchanged.

**To be eligible for the renewal of a Limited Registration the nominee must:**

- continue to hold the skills and qualification(s) used to gain registration; and
- be a fit and proper person to be registered; and
- demonstrate that they have met the requirements for professional learning.

## Nominees details (please print clearly)



|  |                       |  |          |
|--|-----------------------|--|----------|
| Current registration number: _____   |                       |  |          |
| Title ( <input checked="" type="checkbox"/> ) <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other _____   |                       |  |          |
| Given name   |                       | Middle name(s)                         |          |
| Family name/surname  |                       | Preferred name                         |          |
| Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown  |                       | Date of birth (dd/mm/yyyy)     /     / |          |
| Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i><br>(please <input checked="" type="checkbox"/> beside each other name).<br>If more room is required, list on a separate sheet. Please sign and send the sheet with this application form.<br>Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No |                       |  |          |
| <input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P   | (Family name/surname) | (Given name and other names)           |          |
| <input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P   | (Family name/surname) | (Given name and other names)           |          |
| <b>Address Information</b>   |                       |  |          |
| Current postal address (No/Street) e.g. 1 Town Street  |                       |  |          |
| Country  | Suburb/Town/City      | State                                  | Postcode |
| Is this also your current residential address? <input type="checkbox"/> Yes <input type="checkbox"/> No  |                       |  |          |
| Current Residential address (if different from postal address)<br>(No/Street)  |                       |  |          |
| Country  | Suburb/Town/City      | State                                  | Postcode |
| Date resided from (dd/mm/yyyy)   |                       |  |          |
| <b>Contact Details</b>   |                       |  |          |
| Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline  |                       |  |          |
| Mobile   | Landline              | Fax                                    |          |
| Preferred email<br>(please print one character per box)  |                       |  |          |
| Alternate email address<br>(please print one character per box)  |                       |  |          |
| <b>PLEASE NOTE:</b> The TRBWA will use this email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.  |                       |  |          |

## Continuance of registration


If your renewal application is received at the TRBWA at least 28 days prior to the nominee's registration expiring, their registration will continue until the TRBWA finishes processing your application, even if this happens beyond their registration expiry date.

If your renewal application is received less than 28 days before the expiry of your registration, the above provision does not apply and the registration may expire prior to your application for renewal being finalised. Although, the TRBWA will process the application in a timely manner, it cannot guarantee that the application will be finalised prior to the expiry of the registration period.

The application date is deemed to be the date the signed and complete application is received at the TRBWA.

## Employment details (applicant)



| <b>Primary Applicant (Employer) details</b>  |          |   |
|--|----------|---|
| Name of employer<br>e.g. Department of Education; school governing body; centre operator   |          |   |
| Name of educational venue<br>e.g. school; centre   |          |   |
| Name and position of principal, supervisor or other delegate of the employer (person submitting this application)                          |          |   |
| Postal address of venue  |          |   |
|  | Postcode |   |
| Email address of venue or delegate   |          |   |
| Mobile   | Work     | Landline  |
| <b>Applicant's declaration – (Employer)</b>  |          |   |
| I declare that the nominee will continue to perform the duties of the teaching position as detailed in their current Limited Registration. |          |   |
| Full name of principal/ supervisor/other delegate  |          |   |
| New period of employment From:                      To:                      (maximum of three years registration is available)            |          |   |
| Delegate's signature _____ Date ____/____/____   |          |  |
| It is an offence under the <i>Teacher Registration Act 2012</i> (Act) to provide a false or misleading statement.                          |          |   |
| <b><i>Provide details for additional educational venues, if any, on the next page. Photocopy extra pages as needed.</i></b>                |          |   |

*For additional employers, please photocopy and complete this page as required.*

## Employment details (continued)



|  |          |
|--|----------|
| Name of employer   |          |
| Name of educational venue<br>e.g. school; centre   |          |
| Name and position of principal,<br>supervisor or other delegate of<br>the employer (person<br>submitting this application) |          |
| Employer's postal address  |          |
|  | Postcode |

## Employer's delegate details

|                                       |      |          |
|---------------------------------------|------|----------|
| Name of employer's delegate           |      |          |
| Position at venue                     |      |          |
| Email address of venue or<br>delegate |      |          |
| Mobile                                | Work | Landline |

## Applicant's Declaration – (Employer)

I declare that the nominee will continue to perform the duties of the teaching position as detailed in their current Limited Registration.

Full name of principal/ supervisor/other delegate

New period of employment From: \_\_\_\_\_ To: \_\_\_\_\_ (maximum of three years registration is available)

Delegate's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Sign Here

It is an offence under the Act to provide a false or misleading statement.

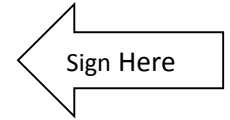
## Professional Learning requirement (nominee)



For the renewal of Limited Registration, that the teacher, since the registration was last granted or renewed had undertaken 20 hours of professional learning activities per whole year of registration, or calculated on a pro-rata basis for periods of less than one whole year.

I declare that I have completed the required professional learning activities and I understand that evidence may be requested by the TRBWA to support this declaration.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

I have not completed the required professional learning activities and will be submitting a request for extenuating circumstances with this application.

**Evidence required:** Please complete the Request for Extenuating Circumstances – Professional Learning form available on the TRBWA website and submit as part of this application.



For more information, please read the [Professional Learning Activities](#) section of the TRBWA website.

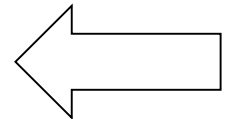
## Professional engagement requirements (nominee)

Please note: professional engagement is a mandatory requirement.

For the renewal of Limited Registration, that the teacher, since the registration was last granted or renewed had undertaken 20 days per whole year of registration, or calculated on a pro-rata basis for periods of less than one whole year.

I have taught for the required working days or equivalent and I understand that the TRBWA may request evidence to support this claim.

Signature \_\_\_\_\_ Date / /



It is an offence under the Act to provide a false or misleading statement.

For more information, please read the [Professional Engagement](#) section of the TRBWA website.

## Australian/New Zealand teaching experience



You are required to provide details of your Australian/New Zealand teaching experience, since the registration was last granted or renewed, in the table below to support your application.

| From             | To      | Country | State or Territory | School or Educational Venue | Year levels and subjects taught | Estimated number of days taught at this venue |
|------------------|---------|---------|--------------------|-----------------------------|---------------------------------|---|
| / /<br>(current) | ongoing |         |                    |                             |                                 |   |
| / /              | / /     |         |                    |                             |                                 |   |
| / /              | / /     |         |                    |                             |                                 |   |
| / /              | / /     |         |                    |                             |                                 |   |
| / /              | / /     |         |                    |                             |                                 |   |
| / /              | / /     |         |                    |                             |                                 |   |
|                  |         |         |                    |                             | Total estimated number of days  |   |

## Criminal record check consent (nominee)



This application requires an assessment by the TRBWA as to whether the nominee is a fit and proper person, in accordance with section 24 of the Act. Part of the assessment is undertaken with consideration of any criminal history you may have pursuant to section 24(c) of the Act.

In order for the TRBWA to conduct a National Police History check through the CrimTrac agency, the nominee must provide the TRBWA with the CrimTrac National Police Checking Service Application/Consent form, which is found at the end of this form and can also be found on the TRBWA website (<http://www.trb.wa.gov.au/Crimtrac-Consent-Form.pdf>). Once you have completed, printed and signed the Consent form, please forward it, together with 100 points of **certified** identification, to the TRBWA with the other supporting documentation.



I (the nominee) consent to the TRBWA completing a National Police History check and I will forward the completed and signed Consent Form to the TRBWA.

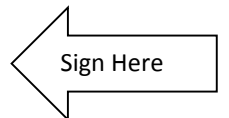
Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## Department of Education Consent (recommended)

I consent to the TRBWA disclosing details of the national criminal record check relating to me, as provided by the CrimTrac Agency and the Australian police services, to the Western Australian Department of Education.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## Fit and Proper questions



| The Act requires the TRBWA to have regard to certain matters to determine whether you are a fit and proper person to be registered. Read carefully before responding. It is an offence under the Act to provide false and misleading information to the TRBWA in order to gain registration. You are required to respond to the following questions (☑). | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. During your current period of registration, have you had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country for disciplinary reasons?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. During your current period of registration, have you been subject to any conditions in practising the profession of teaching in Australia or any other country?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. During your current period of registration, have you been refused registration, licensing or classification as a teacher in Australia or any other country?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. During your current period of registration, have you been, or are you currently the subject of disciplinary action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher, including preliminary investigation, either informal or formal in Australia or any other country?            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you have an injury, illness or disability which may affect your capacity to fulfil all of the duties and responsibilities as a registered teacher safely and competently?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. During your current period of registration, have you been dismissed or resigned from teaching in response to or following allegations of misconduct in Australia or any other country?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. During your current period of registration, have you used any illicit drugs or engaged in any substance abuse?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. During your current period of registration, have you been convicted of any criminal offences, whether or not a conviction has been recorded (or recorded as spent), in Australia or any other country?  | <input type="checkbox"/> | <input type="checkbox"/> |

If you have answered **YES** to any of these questions, you must provide **FULL** details in a sealed envelope addressed to the Director and marked **Private and Confidential**.



This may include:

- a detailed submission from you as to how the events arose, what allegations were made, any findings against you, and what you have done since;
- a Statement of Material Facts if appropriate;
- character references (particularly where the referee knows about the events leading to this situation);
- documentation showing an outcome of the matter.

Please provide sufficient information to assist the Board with their assessment of whether you are a fit and proper person to be registered.

## Criminal Record Checks from a country outside Australia

All applicants who have resided as an adult in a country other than Australia for a cumulative<sup>1</sup> period of 12 months or more during their current period of registration are required to provide an overseas criminal record check from that country as part of the renewal application for registration.

|  |                          |                          |
|--|--------------------------|--------------------------|
| Have you resided in any country other than Australia for a cumulative <sup>1</sup> period of 12 months or more during your current period of registration, when 18 years of age or over? | Yes                      | No                       |
|  | <input type="checkbox"/> | <input type="checkbox"/> |

**If you have answered 'No', please skip to the Registration Obligations section**

It is a requirement that as part of your application, you:

- provide a [correctly certified](#) copy of an overseas criminal record check from each country you have resided in as an adult for a cumulative<sup>1</sup> period of 12 months or more, during your current period of registration
- ensure that the criminal record check includes all names by which you have been known in that country and it covers the entire time you spent in each country when age 18 or over.
- ensure that the criminal record check has been issued within the last 12 months prior to application
- provide a [correctly certified](#) English translation with the criminal record check, should it be in a language other than English

You need to take all reasonable steps to obtain an overseas criminal record check. Some countries require an applicant for a criminal record check to provide a letter of support from a requesting organisation. In these circumstances, you will need to initially submit a Request for [Letter of Support form](#) to the Teacher Registration Board of Western Australia to issue you with a letter of support for each country as required.

The [TRBWA website](#) provides information on how to obtain a criminal record check for each country.

However, there may be certain circumstances where it is not possible to obtain an overseas criminal record check, for example:

- the country in which you resided does not provide criminal record checks; or
- the country in which you resided will only issue criminal record checks where they can be obtained in person.

In these situations, the TRBWA may accept a statutory declaration which:

- details the reasons you are not able to obtain the overseas criminal record check;
- details what reasonable steps you took to obtain an overseas criminal record check and evidence of this; and
- confirms you have or do not have a criminal history in that country.

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<sup>1</sup> Cumulative – the total time spent in each individual country within your current period of registration

Example - If you currently hold Full Registration and have for 5 years, and you have spent 6 months in the UK in 2012 and another 6 months in 2014, the total time spent in the UK would be 12 months within the past 5 years and you would need to obtain a criminal record check from the UK.



In the table below, please list each country other than Australia you have resided in as an adult for a cumulative period of 12 months or more during your current period of registration. For each country, please identify whether you are: a) supplying an overseas criminal record check with your application; b) are currently in the process of obtaining a criminal record check; or c) providing a statutory declaration:

| Name of Country | (a)  |   | (b)  | (c)                      |
|-----------------|--|---|--|--------------------------|
|                 | I am attaching a criminal record check for this country, in English (correctly certified by an officially recognised translator, if applicable). | I am currently in the process of obtaining a criminal record check for this country and will provide this to the TRBWA when obtained. | I have tried to obtain a criminal record check but have been unsuccessful I am therefore completing a statutory declaration with respect to my residence in this country (to be completed at the end of this form <sup>2</sup> ) and providing evidence that I have tried to obtain a criminal record check. |                          |
|                 | If Yes tick below  | Date of overseas criminal record check issued (DD/MM/YYYY)  | If Yes tick below  | If Yes, tick below       |
|                 | <input type="checkbox"/>   |   | <input type="checkbox"/>   | <input type="checkbox"/> |
|                 | <input type="checkbox"/>   |   | <input type="checkbox"/>   | <input type="checkbox"/> |
|                 | <input type="checkbox"/>   |   | <input type="checkbox"/>   | <input type="checkbox"/> |
|                 | <input type="checkbox"/>   |   | <input type="checkbox"/>   | <input type="checkbox"/> |

If you have answered (b) that you are currently in the process of obtaining a criminal record check, please answer the following question:

|   |                          |                          |
|---|--------------------------|--------------------------|
| I declare that I will provide evidence to the TRBWA of criminal record checks from countries I have identified as having spent a cumulative <sup>1</sup> period of 12 months or more during my current period of registration. I understand that failure to supply the necessary documentation within 60 days may mean that my application will be refused and my name removed from the Register of Teachers. | Yes                      | No                       |
|   | <input type="checkbox"/> | <input type="checkbox"/> |

<sup>2</sup> If you are providing a Statutory Declaration for more than one country, please photocopy and complete the *WESTERN AUSTRALIA, OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005 STATUTORY DECLARATION* at the end of this application form.

## Registration Obligations

|  |                              |                             |
|--|------------------------------|-----------------------------|
| <p>Registration as a teacher carries with it a number of obligations. I understand it is a requirement for me to:</p> <ul style="list-style-type: none"><li>• maintain my teacher registration which includes the requirement to pay an annual fee by 31 March each year</li><li>• provide notice to the Board if I have a change of name, postal or email address within 30 days of these changes occurring (noting that failure to comply with this requirement result in a penalty fine to the maximum of \$1,000).</li><li>• provide written consent to the TRBWA, upon request, to obtain a criminal record check</li><li>• comply with any conditions placed on my registration</li><li>• continue to be a fit and proper person to be registered</li><li>• provide written notice to the TRBWA, under sections 38, 39 and 40 of the <a href="#">Teacher Registration Act 2012</a> (Act):<ul style="list-style-type: none"><li>○ of any civil proceedings which result in orders to pay damages or compensation (within 30 days)</li><li>○ if I am convicted of an offence which includes a statutory penalty of imprisonment (within 30 days)</li><li>○ about any loss of my qualifications (within 30 days)</li><li>○ if I receive a working with children interim negative notice or negative notice (within 14 days)</li></ul>noting that I may commit an offence if I fail to notify the TRBWA within the time specified which could result in a penalty fine to the maximum of \$5000.</li></ul> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|--|------------------------------|-----------------------------|

Further information about your obligations as a registered teacher can be found on the [TRBWA](#) website.

## Nominee's declaration

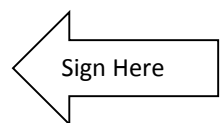


I, \_\_\_\_\_  
Full name  
of \_\_\_\_\_  
Address

sincerely declare that the information I have provided in this application is complete, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

It is an offence under the Act to provide a false or misleading statement.



## Applicant's declaration



I, \_\_\_\_\_

Full name

of \_\_\_\_\_

Address

sincerely declare that the information I have provided in this application is complete, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

## Payment calculator



| Calculation of fee payable  | Fee payable |
|-----------------------------|-------------|
| Renewal of registration fee | \$51.00     |

### Notes:

- Application fees are non-refundable.
- Applications will not be processed without full payment of the renewal of registration fee.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- Registration will be cancelled if the annual fee is not paid.
- Annual fees can be paid up to and including the final year of the registration period.

## Lodging this application for registration

### In person

The application form and payment of fees may be hand delivered to:

Teacher Registration Board of Western Australia  
L9, 20 Walters Drive  
OSBORNE PARK WA 6017

Office Hours: Mon to Fri 8.30am - 4.30pm

Information about the TRBWA office location is available on the TRBWA website:

<http://www.trb.wa.gov.au/Pages/contactus.aspx>

### Via post

The application form together with the payment of fees may be mailed to:

Teacher Registration Board of Western Australia  
PO Box 1416  
OSBORNE PARK DC WA 6916

To help ensure your application is received you may wish to consider using Registered Post.

## To avoid unnecessary delays please check that your application is complete using the following checklist:

- I have provided only certified copies of supporting documents with my application, not originals.
- The copies I have provided of my supporting documents have been properly certified.
- I have completed the CrimTrac National Police Checking Service Application/Consent Form.
- I have provided properly certified copies of sufficient identification documents required by the National Police Checking Service Application/Consent Form.
- I have provided evidence supporting any change of names reflected in my application (for example, a properly certified copy of my marriage certificate or official change of name certificate).
- I have used paper clips and not staples to attach all pages and documents required in this application.
- I have enclosed with this application supporting evidence relating to a criminal record check from a country outside Australia, where appropriate

## Payment details

Primary educational venue: \_\_\_\_\_

Nominee's full name: \_\_\_\_\_

Nominee's date of birth:     /     /  
                                  Day    Month   Year

### Payment of the application fee will be made via:

- Credit card
- EFTPOS/cash in person
- Cheque (made payable to: Teacher Registration Board of Western Australia)
- Money order/bank draft (made payable to: Teacher Registration Board of Western Australia)
- Other electronic payment

Please note, **unless you are attaching a cheque or money order, you will be sent an email with payment details** when the TRBWA receives your documentation.

Documentation will not be processed until full payment of the application fee has been received.

Amount: \$

|  |
|--|
|  |
|--|

#### Office use only

Voucher/Receipt #

\_\_\_\_\_

Date processed: \_\_\_\_/\_\_\_\_/\_\_\_\_

Processed by:

\_\_\_\_\_

If Declined: Error message: (Printout attached)

WESTERN AUSTRALIA  
*OATHS, AFFIDAVITS AND STATUTORY DECLARATIONS ACT 2005*  
**STATUTORY DECLARATION**

I,.....  
.....  
{name, address and occupation of person making declaration}

sincerely declare as follows:

1. I have been unable to obtain a criminal record check from \_\_\_\_\_ {country} for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. I confirm I took reasonable actions to obtain the criminal record check. The actions I took and responses to my actions were: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please complete only one of the two following statements:

3. I confirm there are no criminal charges outstanding against me and I have never been convicted or found guilty of any criminal offence in \_\_\_\_\_ {country}

**OR**

4. I confirm that I have provided full details<sup>3</sup> of the outstanding charges and/or convictions which are related to me in \_\_\_\_\_ {country}

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the *Oaths, Affidavits and Statutory Declarations Act 2005*

at.....  
{place}

.....  
{date}

In the presence of –

.....  
{signature of authorised witness}

.....  
.....  
{name of authorised witness and qualification as such witness}

By.....  
{signature of person making the declaration}

<sup>3</sup> Full details must include:

- a) For outstanding charges – for each charge: the charge including section and Act, the date(s) of the alleged actions, details of the allegations, the next Court date and whether you are pleading guilty or not guilty to the charges.
- b) For convictions – for each conviction: the date(s) of offence, details of the offence and penalty imposed.

Important information – declaration of charges and convictions

When submitting information of any pending charges or convictions please provide the full details in a sealed envelope addressed to the Director TRBWA and marked Private and Confidential.

Information regarding charges may include the police charge sheet or statement of material facts. For convictions you should provide Court document(s) outlining the outcome(s) and penalty/penalties.

Important information – authorised witness

An authorised witness for the statutory declaration is —

(a) for a statutory declaration that is made at a place in Western Australia —

- (i) any person described in the second column of Schedule 2; or
- (ii) any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made;

(b) for a statutory declaration that is made at a place outside Western Australia but within Australia —

- (i) any person who, under the law of that place, has authority to take or receive a statutory, solemn or other declaration; or
- (ii) any person before whom, under the *Statutory Declarations Act 1959* of the Commonwealth, a statutory declaration may be made;

(c) for a statutory declaration that is made at any other place —

- (i) a prescribed consular official who is performing official functions at that place;
- (ii) a person who is a justice or notary public under the law of that place;
- (iii) a person who has authority under the law of that place to administer an oath to another person or to take, receive or witness a statutory, solemn or other declaration.

## How to certify documentary evidence – information sheet

1. Photocopy the original document.
2. Take the original document and the photocopy to an authorised witness.

An authorised witness or people who can certify copies of documents in Australia include:

- Registered teacher
- Police officer
- Permanent government employee (Public Servant) with 5 or more years of continuous service\*
- Doctor
- Nurse
- Pharmacist
- Postal Manager
- Postal officer with 5 or more years of continuous service\*

*\*Years of service must be stated on the certification*

Please note, an authorised witness is a person that:

- appears on the list of people who can certify documents and
- is currently employed as, registered and/or licensed to practise in Australia.

For example, a doctor who is registered to practise medicine in Australia can certify your documentation, but a doctor who is not registered in Australia cannot.

For a full list of authorised witnesses, please go to 'Further information – Publications – List of people authorised to certify documents' on the TRBWA website at [www.trb.wa.gov.au](http://www.trb.wa.gov.au).

3. The authorised witness must write the following statement, date, sign and clearly list their name and occupation on every page of the document to be certified.

|   |       |
|---|-------|
| <i>'I certify this to be a true and accurate copy of the original document sighted by me on':</i> |       |
| Date:   | _____ |
| Signature:  | _____ |
| Name:   | _____ |
| Occupation:   | _____ |

4. Do not send in the original documents. Please only submit the certified copies of the documents to the TRBWA. Faxed copies, emailed copies, certifications on stickers and photocopies of certified copies are not acceptable.

### Not currently in Australia?

You may be able to find an authorised witness at your nearest Australian Embassy, High Commission or Consulate. Contact details are available on the Department of Foreign Affairs and Trade website at [www.dfat.gov.au](http://www.dfat.gov.au). Please be aware that engaging an authorised witness overseas may attract a fee under the Consular Fees Act 1955.

If you are unable to attend an Australian Embassy, High Commission or Consulate, the TRBWA may accept documents certified by an authorised witness who is residing outside of Australia but is employed, registered and/or licensed to practise in Australia.



**NATIONAL POLICE CHECKING SERVICE (NPCS)**  
**APPLICATION/CONSENT FORM**  
 (ACCREDITED AGENCIES - CUSTOMERS)

Please select appropriate box only:

Employee  Contractor/Consultant  Volunteer  Other (Please specify)

Is this a renewal check?  Yes  No

**SECTION 1: PERSONAL INFORMATION - Use BLOCK LETTERS and black ink to complete this form. Mark check boxes with an (X)**

**Names by which I am, or ever have been, known including Alias (A), name change by Marriage (M) or previous name, change by Deed Poll (P)** If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included?  Yes  No

|  |   |
|--|---|
| <b>Surname</b><br>(Primary) <input type="text"/>   | <b>Given Names</b><br>(Primary) <input type="text"/>      |
| <b>Surname</b><br><input type="radio"/> A <input type="radio"/> M <input type="radio"/> P <input type="text"/>     | <b>Given Names</b> <input type="text"/>                   |
| <b>Surname</b><br><input type="radio"/> A <input type="radio"/> M <input type="radio"/> P <input type="text"/>     | <b>Given Names</b> <input type="text"/>                   |
| <b>Gender</b> <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Other | <b>Date of Birth</b><br>(dd/mm/yyyy) <input type="text"/> |

**Place of Birth**

**Suburb/Town**  **State/Territory**   
**Country**

**Contact Details**

**Phone**  Home  Work  Mobile  
**Email**

**Other Details**

|   |  |
|---|--|
| <b>Australian Driver's Licence No</b> <input type="text"/>  | <b>Issued By</b> <input type="text"/>        |
| <b>Firearms Licence No</b> <input type="text"/>   | <b>State/Territory</b> <input type="text"/>  |
| <b>Passport No</b> <input type="text"/>   | <b>Passport Country</b> <input type="text"/> |
| <b>Passport Type</b> <input type="checkbox"/> Government <input type="checkbox"/> UN Refugee <input type="checkbox"/> Private |  |

**Permanent Residential Address Over Last Five Years**

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included?  Yes  No

If full details of previous addresses are unavailable, details of town(s) and state(s)/territory(ies) of residence will suffice. If actual dates are unavailable, details of year of residence will suffice

| Current  | Period of residence   |
|--|---|
| <b>No/Street</b> <input type="text"/><br><b>Suburb</b> <input type="text"/> <b>State/Territory</b> <input type="text"/> <b>P'code</b> <input type="text"/>                             | <input type="text"/> to <input type="text"/><br><b>Country</b> <input type="text"/> |
| Previous (if applicable)<br><b>No/Street</b> <input type="text"/><br><b>Suburb</b> <input type="text"/> <b>State/Territory</b> <input type="text"/> <b>P'code</b> <input type="text"/> | <input type="text"/> to <input type="text"/><br><b>Country</b> <input type="text"/> |
| Previous (if applicable)<br><b>No/Street</b> <input type="text"/><br><b>Suburb</b> <input type="text"/> <b>State/Territory</b> <input type="text"/> <b>P'code</b> <input type="text"/> | <input type="text"/> to <input type="text"/><br><b>Country</b> <input type="text"/> |

**NATIONAL POLICE CHECKING SERVICE (NPCS)**  
**APPLICATION/CONSENT FORM**  
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**SECTION 2: PROOF OF IDENTITY (100-POINT CHECK)**

**Important:** Should the Accredited Agency apply a more rigorous proof of identity check by choosing to exceed the 100 points requirement, please refer to your information pack/instructions before continuing.

When applying for a national police history check you must provide proof of your identity with your application. You will be asked to provide personal identity documents that add up to a minimum of 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) and is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993". Documents must be selected from the list below.

**Change of Name**

If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. These documents must be originals or certified true copies and DO NOT count towards the 100-points. If you use a change of name document you must provide in Section 1 the other names you have used.

| Document Type  | Document<br>100 points must include ONE Primary Document, or at least ONE Secondary Document which must contain a photograph   | Points Value | Points Scored        |
|--|--|--------------|----------------------|
| Only one form of identification accepted from this category  | <b>PRIMARY</b> <ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (Current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (Current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)</li> </ul>   | 70           | <input type="text"/> |
| Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each | <b>SECONDARY</b> <ul style="list-style-type: none"> <li>• Current Licence or Permit (Government Issued)</li> <li>• Working With Children/Teachers Registration Card</li> <li>• ASIC/MSIC Card</li> <li>• Public Employee Photo ID Card (Government Issued)</li> <li>• Department of Veterans' Affairs Card</li> <li>• Centrelink Pensioner Concession Card or Health Care Card</li> <li>• Current Tertiary Education Institution Photo ID</li> <li>• Reference from a Doctor (must have known the applicant for a period of at least 12 months)</li> </ul> | 40 or 25     | <input type="text"/> |
|  | <ul style="list-style-type: none"> <li>• Foreign/International Driver's Licence</li> <li>• Proof of Age Card (Government Issued)</li> <li>• Medicare Card/Private Health Care Card</li> <li>• Council Rates Notice</li> <li>• Property Lease/Rental Agreement</li> <li>• Property Insurance Papers</li> <li>• Tax Declaration</li> <li>• Superannuation Statement</li> <li>• Seniors Card</li> <li>• Electoral Roll Registration</li> <li>• Motor Vehicle Registration or Insurance Documents</li> <li>• Professional or Trade Association Card</li> </ul> | 25           | <input type="text"/> |
| If you wish to use more than one of these documents they must be from different organisations                  | <ul style="list-style-type: none"> <li>• Utility Bills (e.g. Telephone, Gas, Electricity, Water)</li> <li>• Credit/Debit Card</li> <li>• Bank Statement/Passbook</li> </ul>  | 25           | <input type="text"/> |

**NATIONAL POLICE CHECKING SERVICE (NPCS)**  
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| SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET                             |  |     |                          |
|---|--|-----|--------------------------|
| The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks | For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport   | 100 | <input type="checkbox"/> |
| Aboriginal person or Torres Strait Islander resident in a remote area/ community                      | Identity of applicant ordinarily resident in an isolated area verified by <b>TWO</b> persons recognised as ' <b>Community Leaders</b> ' of the community to which the applicant belongs  | 100 | <input type="checkbox"/> |
| Child Under 18  | <ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature)</li> </ul> <p><b>Or</b><br/>           Statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead)</p> | 100 | <input type="checkbox"/> |

| TOTAL POINTS                               |                             |  |                          |
|--|-----------------------------|--|--------------------------|
| Points must equal or exceed a total of 100 | <b>Total Points Scored:</b> |  | <input type="checkbox"/> |

**VERIFICATION - (OFFICE USE ONLY)**

**NOTE: To be completed by the Accredited Agency or its Customer (as defined in the CrimTrac agreement).**  
 I declare that I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant's identity.

Signature of authorised checking officer: \_\_\_\_\_ Date:

Printed name of authorised checking officer:

**SECTION 3: ACCREDITED AGENCY DETAILS**

Accredited Agency (Legal Name)

ABN

**SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION**

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above?  Yes  No

If No: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation to assess my suitability:

Employer/Organisation (Legal Name)

ABN

**SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK**

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in an aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Position/Occupation or Entitlement

**SECTION 6: GENERAL INFORMATION**

**GENERAL INFORMATION**

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement for work or other entitlements.

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. You may be required to complete another consent form in the future in relation to employment in other positions.

**NATIONAL POLICE HISTORY CHECK**

A national police history check is an integral part of the assessment of your suitability.

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.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police agencies<sup>1</sup> for checking action. By signing this Form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to:

- a) the Accredited Agency named in Section 3 above; and
- b) where applicable the employer/organisation named in Section 4 above.

Police 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.

**SPENT CONVICTIONS SCHEMES**

The following information is provided as general guidance and is not exhaustive.

The aim of Spent Convictions legislation<sup>2</sup> is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old the convictions are.

Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

If further information or clarification is required please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

**Commonwealth**

Part VIIC of the *Crimes Act 1914* (Cth) 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 of 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 Office of the Australian Information Commissioner).

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

<sup>2</sup> Applicable Spent Convictions legislation, as amended from time to time.

The law affects Commonwealth authorities in the following ways:

- a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;
- Commonwealth authorities are prohibited from accessing, disclosing or taking into account spent convictions of Commonwealth offences.

Part VIIC and *Crimes Regulations 1990* (Cth) provide for "statutory" or "regulatory" exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

**New South Wales**

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a 10-year crime-free period from the date of the conviction. However, certain convictions may not become spent. These include:

- where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the Regulations.

**Queensland**

Under the *Criminal Law (Rehabilitation of Offenders) Act 1986* (Qld) a conviction automatically becomes spent upon completion of the prescribed (rehabilitation) period. This period is:

- 10 years for convictions of indictable offences where the offender was an adult at the time of conviction; and
- 5 years for other convictions (summary offences or where the offender was a juvenile).

Where a person is convicted of a subsequent offence (an offence other than a simple or regulatory offence) during the rehabilitation period, the period runs from the date of the subsequent conviction.

Convictions where the offender is sentenced to more than 30 months imprisonment (whether or not that sentence is suspended) are excluded from the regime.

Once the rehabilitation period has expired, it is lawful for a person to deny (including under oath) that the person has been convicted of the offence, and the conviction must be disregarded for occupational licensing purposes (subject to certain exceptions, see below). It is unlawful for any person to disclose the conviction unless:

- the convicted person consents;
- the Minister has granted a permit authorising disclosure (where there is a legitimate and sufficient purpose for disclosing);
- the disclosure is subject to an exemption.

**South Australia**

Release of information on a National Police Check is governed by the *Spent Convictions Act 2009* (SA). It is an offence to release information regarding the convictions of a person if those convictions are deemed to be 'spent' under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a 10-year conviction and proven offence-free period for adults, and a 5-year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

- a formal finding of guilt by a Court;
- a finding by a Court that an offence has been proved.

Certain convictions can never be spent. These include but are not limited to:

- convictions of sex offences;
- convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.

# NATIONAL POLICE CHECKING SERVICE (NPCS)

## APPLICATION/CONSENT FORM

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### SECTION 6: GENERAL INFORMATION (cont)

#### South Australia (cont.)

Schedule 1 of the Act sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:

- the care of children;
- the care of vulnerable people (including the aged and persons with a disability, illness or impairment);
- activities associated with statutory character tests for licensing.

Interstate offences are released in accordance with that State or Territory's spent conviction / rehabilitation legislation and policy. Intelligence-type information is not released.

#### Victoria Police

For the purposes of employment, voluntary work or occupational licensing/ registration, 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 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 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years may be released if:

- it includes a term of imprisonment longer than 30 months;
- it includes a serious, violent or sexual offence and the check is for the purpose of working with children, elderly people or disabled people;
- it is in the interests of crime prevention or public safety.

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.

#### Western Australia

Under Section 7(1) of the *Spent Convictions Act 1988* (WA) only "lesser convictions" can be spent by Western Australia Police, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment of 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as "serious convictions" applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a "spent conviction order" under the *Sentencing Act 1995* (WA) that the conviction is a spent conviction for the purposes of the *Spent Convictions Act 1988* (WA).

#### Northern Territory

Under the *Criminal Records (Spent Convictions) Act 1992* (NT), a conviction becomes spent automatically (in the case of an adult or juvenile offender convicted in a Juvenile Court) and by application to the Police Commissioner (in the case of a juvenile convicted in an adult court) upon completion of the prescribed period. The prescribed period is:

- 10 years for offences committed while an adult; and
- 5 years for offences committed as a juvenile

The period starts on completion of any sentence of imprisonment. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death).

Once a conviction becomes spent:

- a person is not required to disclose the existence of the conviction;
- questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
- it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
- spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

#### Australian Capital Territory

Generally, under the *Spent Convictions Act 2000* (ACT), a conviction becomes spent automatically at the completion of the prescribed (crime-free) period. This period is:

- 10 years for convictions recorded as an adult; or
- 5 years for convictions recorded as a juvenile.

The period begins to run from the date a sentence of imprisonment is completed, or, where no sentence of imprisonment is imposed, from the date of conviction. A person must not be subject to a control order or convicted of an offence punishable by imprisonment during this period. If a person is convicted of an offence, which was committed in the crime-free period, but the conviction is not incurred until after the crime-free period, the spent conviction may be revived and will not become spent again until the offender has achieved the relevant crime-free period in respect of the later offence.

The effect of conviction becoming spent is that:

- the convicted person is not required to disclose any information concerning the spent conviction;
- any question concerning criminal history is taken only to apply to unspent convictions;
- references in Acts or statutory instruments to convictions or character or fitness does not include spent convictions, and it is an offence to disclose information regarding spent convictions;
- it is unlawful for a person who has access to a person's criminal record held by a public authority to disclose a spent conviction;
- it is unlawful for a person to fraudulently or dishonestly obtain information about a spent conviction from records kept by a public authority.

#### Tasmania

Under the *Annulled Convictions Act 2003* (Tas) a conviction is annulled upon completion of the prescribed period of good behaviour. This period is:

- 10 years where the offender was an adult at the time of conviction; or
- 5 years where the offender was a juvenile at the time of conviction.

A person is taken to be of good behaviour for the required period if, during that period, he or she is not convicted of an offence punishable by a term of imprisonment. If the person is so convicted, the qualifying period (for the original offence) starts to run from the date of the subsequent conviction. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death).

Only "minor" convictions can become annulled. A minor conviction is a conviction other than one for which a sentence of imprisonment of more than 6 months is imposed, a conviction for a sexual offence or a prescribed conviction. A minor conviction is also annulled if the offence ceases to be an offence.

Once an offence is annulled the convicted person is not required to disclose any information concerning the spent conviction. Any question concerning criminal history is taken only to apply to unspent convictions, and references in Acts or statutory instruments to convictions or character or fitness do not include spent convictions. An annulled conviction or the non-disclosure of the annulled conviction is not grounds for refusing the person any appointment, post, status or privilege or revoking any appointment, post, status or privilege.

- a person is not required to disclose the existence of the conviction;
- questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
- it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
- spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

#### 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.

It is a serious offence to provide false or misleading information.



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**SECTION 7: CONSENT TO OBTAIN PERSONAL INFORMATION**

**National Police History Check**

(BLOCK LETTERS and in BLACK INK)

I,   hereby:  
Family Name (Primary) Given Names (Primary)

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered may be in a category for which exclusions from Spent Convictions legislation apply;
3. have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that the Accredited Agency named in Section 3 above is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
  - (i) the CrimTrac Agency disclosing personal information about me to the Australian police agencies;
  - (ii) the Australian police agencies disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police agency concerned;
  - (iii) the CrimTrac Agency providing the information disclosed by the Australian police agencies to the Accredited Agency named in Section 3 above, in accordance with the laws of the Commonwealth; and
  - (iv) where applicable, the Accredited Agency named in Section 3 above disclosing to the employer/organisation named in Section 4 above personal information about me to assess my suitability in relation to my employment/entitlement; and
7. acknowledge that any information provided by me on this Form relates specifically to the purpose identified in Section 5 above;
8. acknowledge that any information provided by the Australian police agencies or the CrimTrac Agency, relates specifically to the purpose identified in Section 5 above;
9. acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Agency named in Section 3 above (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes; and
10. acknowledge that it is usual practice for an applicant's personal information to be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

**Note: The information you provide on this Form, and which the CrimTrac Agency provides to the Accredited Agency named in Section 3 above, on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.**

Applicant's Signature ..... Date

**Parent/Guardian Consent** - If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature ..... Date

Parent/Guardian name printed in full