



AFP National Police Checks

Unpaid/honorary positions

The Diocese has been allocated a Charity Status code for AFP National Police Checks for volunteer/unpaid church workers. This significantly reduces the cost of the checks for these people. Please note: *This reduced rate does not apply to those in paid positions.*

Who needs to have an AFP National Police Check?

- For ACT & NSW - any Lay member of a ministry unit who is part of a Pastoral Care Team in an Aged Care Facility.

Please note: *Even if you have been volunteering in these positions for some time without having completed a Background Check, you are still required to complete one now. The check for Pastoral Care Team members in an Aged Care Facility is required by national legislation.*

- Clergy in unpaid/honorary positions
- Lay Minister - unpaid
- Discernment process – enquirers and candidates
- Diocesan Boards & Committees

Process for submitting an application

Attached are the documents required for completing and submitting an application. The process you will need to use is as follows:

1. Print and read the attached documents.
2. Complete the **AFP Background Check Application Form CR500-21**. Please follow the directions on page 5, using black pen and BLOCK letters in your application.
3. When the form is completed send it to the address on page two. Please make sure to include:
 - a. AFP Application form (page 1 and 2 only);
 - b. A copy of your ID (see page 6); and
 - c. Parish Advice form (Parish Ministry Units only)
4. Suggested Codes to use are 19 and/or 37.
5. Please do not send any money. Ministry Units will be invoiced \$7 for each check for those involved in ministry at an Aged Care Facility.



Submitting the form

All applications are to be mailed to the Diocesan Safe Ministry Unit at the following address:

Safe Ministry Administrator
Anglican Diocesan Services
GPO Box 1981
Canberra ACT 2601

Results of the AFP National Police Check

All AFP National Police Check certificates will be sent to the Diocesan Safe Ministry Unit.

For those involved in ministry at Aged Care Facilities the original National Police Certificate will be forwarded to the relevant Parish or Ministry Unit once it has been received and a copy will be kept at the Safe Ministry Unit.

All other original National Police Certificates will be kept at the Safe Ministry Unit.

If you have any questions please contact the Safe Ministry Unit on (02) 6245 7158 or safeministry@anglicands.org.au

Parish/Ministry Unit Advice Form

Name _____

Ministry Position _____

Parish _____



Australian Federal Police National Police Check (NPC) Application Form

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

1. Purpose of NPC

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

If a code is not specified this application will NOT be processed and will be returned for amendment.

If you are unsure about the purpose please email Criminal Records Client Services criminalrecords-clientservices@afp.gov.au.

2. Applicant Details - Use **BLOCK LETTERS** and **black ink**. 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 <input type="checkbox"/>					
Family Name: (include all name changes and maiden name)		Given Names		Date of Birth	
				/ /	
				/ /	
Place of Birth Town			State		
Country					
Contact Telephone Number					
Australian Drivers Licence Number		Issuing State		<input type="checkbox"/> 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)

Employer/Organisation name	Client Code	Client Reference Number
ANGLICAN DIOCESE CANBERRA & GOULBURN	1422	CF258/2010

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	<input type="text"/>	Date / /
If you are under 18 years of age please provide consent below from a parent/guardian.		
Parent/Guardian Signature	<input type="text"/>	Date / /
Parent/Guardian name printed in full		

Application Completion Guide

Section 1: Purpose of NPC

Applicants must choose one purpose only from the following list. Identify the relevant code and insert in the purpose code box on page 1 of the NPC form.

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released (<i>Spent Convictions Act 2000</i>)
8	Hospital Employment – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
9	Security Licence (Security Guard) - in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
10	Aged Care Provider/Worker – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
11	Brothel or Escort Agency Owner/Operator/Interested Party – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
12	Child Care Provider/Worker – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
13	Disabled Care Provider/Worker – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
14	Explosives/Fireworks Permit (where an ASIO check is required) – in the ACT	Unspent offences
15	Fire Fighting/Prevention – in the ACT	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/Permit – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
17	Interactive Gambling Licence/Casino Employee – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
18	Prison Officer - in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
19	Child/Aged/Disabled Care Provider/Worker – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
20	Working in a School – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
21	Teacher/Teacher's Aide – in the ACT	ACT - All offences. Other State/Territory offences as legislation permits
30	Pre-Employment/Standard Disclosure – in the ACT	Unspent offences

	Commonwealth Purpose/Employment	Offences recorded in the Commonwealth that will be released (<i>Part VIIC Crimes Act 1914</i>)
22	Aged Care Staff/Volunteers	Unspent offences and offences against the person where State/Territory legislation permits
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission - ASIC Employee	All Commonwealth offences. Other State/Territory offences as legislation permits
25	Australian Securities and Investments Commission - Financial Licensing	Unspent offences
26	AUSTRAC Employee/Consultant	All Commonwealth offences. Other State/Territory offences as legislation permits
27	Care of Intellectually Disabled Persons	Unspent offences and offences against the person where State/Territory legislation permits
28	Care, Instruction or Supervision of Children	Unspent offences a) a sexual offence; or b) any other offence against the person if the victim of the offence
29	Civil Aviation Safety Authority - ASSC	Unspent offences
31	Employee with Access to Secret or Top Secret Information	All Commonwealth offences. Other State/Territory offences as legislation permits
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence where State/Territory legislation permits
33	Immigration/Citizenship – Australia	All Commonwealth offences. Other State/Territory offences as legislation permits
34	Law Enforcement/Intelligence or Security Agency Employee/Consultant (NB NOT private Security)	All Commonwealth offences. Other State/Territory offences as legislation permits
35	Overseas Visa - Supply to a Country other than Australia	All Commonwealth offences. Other State/Territory offences as legislation permits
36	Superannuation Trustee/Custodian/Investment Manager or Responsible Officer of a body corporate that is a trustee,	Unspent offences and offences in respect of dishonest conduct where State/Territory legislation permits
37	Care, Instruction or Supervision of Children/Care of Disabled Persons/Aged Care Staff/Volunteers	Unspent offences as well as (i) a sexual offence, and (ii) any other offence against the person if the victim
40	Other Commonwealth Purpose ONLY	Unspent offences
41	Overseas Employment - General Employment	All Commonwealth offences. Other State/Territory offences as legislation permits
42	Overseas Employment - Aged/Disabled Care	All Commonwealth offences. Other State/Territory offences as legislation permits
43	Overseas Employment - Teaching	All Commonwealth offences. Other State/Territory offences as legislation permits
44	Overseas Employment - Working with Children	All Commonwealth offences. Other State/Territory offences as legislation permits
45	Overseas Employment - Nursing, Hospital Employment	All Commonwealth offences. Other State/Territory offences as legislation permits

Pre-Employment/Standard Disclosure Where ACT or Commonwealth Legislation does not Apply		
39	General Purpose/Standard Disclosure	Unspent offences as Commonwealth/State/Territory legislation permits

Section 2: Applicant details

Please ensure ALL applicant details are provided including all current and previous names, telephone contact numbers, drivers licence details etc.

If there is insufficient room, please attach a separate sheet, ensuring that it is signed and dated.

Section 3: Employer/Organisation details

This section relates to AFP account holders only and should not be used unless previously advised.

Section 4: Mailing Address of Police Certificate

The National Police Certificate will be mailed to the organisation listed at Section 3.

Section 5: Fingerprint Checks

Are only required where there is a legislative requirement for such a check to be conducted. The employer or organisation requiring the NPC will advise you if this is necessary.

These fingerprints must be included at the time of submission.

An additional cost and processing time is associated with this service. Details are available on the AFP website or use the link – <http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>

Fingerprints can be taken by your local police jurisdiction or the AFP. Where fingerprints are taken by the AFP and the AFP charges for this service a receipt must be obtained and supplied to Criminal Records with this application.

Section 6: Consent

This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting a NPC on their son/daughter/ward.

The use of electronic signatures that can be electronically certified/verified such as Adobe "Certificate" is permitted. We do not accept electronic signatures that cannot be electronically certified/verified such as Adobe "Fill and Sign". Application forms with electronic signatures that cannot be certified/verified will be returned for amendment.

Spent Convictions Legislation

The aim of spent convictions legislation 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.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table above – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the *ACT Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

Disputed Record Enquiries

If you believe the information provided on your police certificate is incorrect or inaccurate an online Disputed Record form is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

The Privacy Commissioner is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992. The following requirements must be met when submitting an AFP National Police Check (NPC).

Account Customer - Completion Check List

Failure to meet the required standards will result in the form being returned for amendment.

- o Ensure Section 1 Purpose of NPC has been completed.
- o Acceptable identification totaling 100 points must accompany the application unless you have been otherwise advised. **Do not send original documents.**
- o Guide to identity documents is at page 6.
- o Ensure all the necessary details have been completed and the form is **signed and dated.**
- o If completing by hand use **BLOCK LETTERS** and **black ink**.
- o Mark the appropriate check boxes with a cross (X).
- o All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- o Any attachments with additional information must be signed by the applicant.
- o The form must be submitted no more than three months after being signed by the applicant.
- o If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- o Do not send the Application Completion Guide to the AFP. Please retain this for your reference.

Proof of identity

A minimum of 100 points of identification has to be provided with the application.

<p>You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation</p>	<p>Required on document N = Name P = Photo A = Address S = Signature</p>	<p>Points Worth</p>
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Primary Documents

Foreign Passport (current)	N – P	70
Australian Passport (current or expired last 2 years but not cancelled)	N – P	70
Australian Citizenship Certificate	N	70
Full Birth Certificate (not extract)	N	70
Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia	N	70
Australian Driver Licence/Learner's Permit	N – A – P	40
Current (Australian) Tertiary Student Identification Card	N – P	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security Identification, security industry etc)	N – P	40
Government employee ID (Australian Federal/State/Territory)	N – P	40
Defence Force Identity Card (w/photo or signature)	N – P	40
Working With Children Check card	N	40

Secondary Documents

Department of Veterans Affairs (DVA) card	N – A	40
Centrelink card (with reference number)	N – A	40
Birth Certificate Extract	N	25
Birth card (NSW BDM only)	N	25
Medicare card	N	25
Credit card or account card	N – S	25
Australian Marriage certificate (Registry office issue only)	N – S	25
Decree Nisi / Decree Absolute (Registry office issue only)	N – S	25
Change of name certificate (Registry office issue only)	N – S	25
Bank statement	N – A	25
Property lease agreement – must be for current address	N – A	25
Taxation assessment notice	N – A	25
Australian Mortgage Documents	N – A	25
Rating Authority – eg Land Rates	N – A	25
Utility Bill – electricity, gas, telephone (less than 12 months old)	N – A	20
Reference from Indigenous Organisation	N – A	20
Documents issued outside Australia (equivalent to Australian documents of at least 20 points). Must have official translation attached.		20