



**The Safe Ministries Unit**  
LEVEL 4  
221 LONDON CIRCUIT  
CANBERRA CITY, ACT

Please address all correspondence to:  
GPO BOX 1981  
CANBERRA, ACT 2601  
T (02) 6232 3610 (Administrative Assistant)  
T (02) 6232 3620 (Direct)  
M 0427 533 159  
E [celia.irving@anglicancg.org.au](mailto:celia.irving@anglicancg.org.au)

## **AFP National Police Checks**

There have been changes in 2013 in relation to AFP National Police Checks for volunteers in the Diocese. Below you will find some information regarding who needs to undergo a Background Check and the process involved.

The Diocese has been allocated a Charity Status code for AFP National Police Checks for volunteers. This means that the cost of submitting the check will be \$6.00 per person.

Please note: This reduced rate only applies to volunteers.

### **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.

### **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 CR500m](#). Please follow the directions on page 6, 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
  - AFP Application form (page 1 and 2 only)
  - A copy of your ID (see page 6)
  - Parish Advice form
4. Suggested Codes to use are 19 and/or 22.
5. **Please do not send any money. Your Parish will be invoiced after receiving the application form.**

All applications are to be mailed to the Diocesan Office using the following address

**Safe Ministries Unit  
AFP Background Check for Volunteers  
Anglican Diocese Office of Canberra & Goulburn  
GPO Box 1981  
Canberra ACT 2601**

**Results of the AFP National Police Check**

The result of the AFP National Police Check will be sent to the Diocesan Safe Ministries Unit and once it has been processed a copy of the certificate will be kept at the office while the original will be forwarded to your Parish or Ministry Unit.

If you have any questions please contact me by phone on 6232 3620 or by email on [celia.irving@anglicancg.org.au](mailto:celia.irving@anglicancg.org.au)

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**Parish/Ministry Unit Advice Form**

Name	
Ministry Position	
Parish	
Application for Lay Minister's License	<input type="checkbox"/> Yes <input type="checkbox"/> No



# Australian Federal Police National Police Check (NPC) Application Form

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

Office use only

## 1. Purpose of NPC

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

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

If the purpose is not listed or you are unsure please ring the AFP Criminal Records Help Desk on 02 6202 3333 for assistance.

Code Number:

## 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)	/ /	Gender: Male	<input type="checkbox"/>	Female:	<input type="checkbox"/>
<p><b>Previous or Other Names</b> 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"/></p>					
Family Name: (include all name changes and maiden name)		Given Names		Date of Birth	
				/ /	
				/ /	
Place of Birth	Town			State	
Country					
Telephone Numbers: Home		Work		Mobile	
Australian Drivers Licence Number			Issuing State:		<input type="checkbox"/> Copy Attached

### Current Residential Address – Complete in FULL

Unit No. Street No. Street Name / Street Type

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Suburb/City

Post Code

<input type="text"/>	<input type="text"/>
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State Country Residency From

<input type="text"/>	<input type="text"/>	/ /
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### Previous Residential Address – Complete in FULL

Unit No. Street No. Street Name / Street Type

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Suburb/City

Post Code

<input type="text"/>	<input type="text"/>
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State Country Residency From

<input type="text"/>	<input type="text"/>	/ /
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## 3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
ANGLICAN DIOCESE OF 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 3 – 6) 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, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

**Applicant's Signature**

**Date**     /     /

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

**Parent/Guardian Signature**

**Date**     /     /

**Parent/Guardian name printed in full**

## Application Completion Guide

### **BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY**

#### **Section 1: Purpose of NPC**

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

If the purpose for your NPC is not listed or you are unsure please ring the Criminal Records Help Desk on 02 6202 3333 between 9am and 5pm (Australian Eastern Standard Time).

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released ( <i>Spent Convictions Act 2000</i> )
10	Aged Care provider/worker	All offences
11	Brothel or Escort Agency Owner/Operator/Interested party	All offences
12	Child Care provider/worker	All offences
13	Disabled Care provider/worker or Hospital Employment	All offences
14	Explosives/fireworks permit (where an ASIO check is required)	Unspent offences
15	Fire fighting/prevention	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/permit	All offences
17	Interactive Gambling Licence/Casino Employee	All offences
18	Judge/Magistrate/Justice of the Peace/ Police Officer/Prison Officer	All offences
19	Child/Aged/Disabled Care provider/worker	All offences
20	Working in a School	All offences
21	Teacher/teacher's aide	All offences
30	Pre employment/standard disclosure, Security Guard	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
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission (ASIC) employee/consultant	All offences
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
26	AUSTRAC employee/consultant	All offences
27	Care of intellectually disabled persons	Unspent offences and offences against the person
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 was under 18 at the time the offence was committed
29	CASA ASSC	Unspent offences
30	Commonwealth department employee	Unspent offences
31	Employee with access to secret or top secret information	All offences
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence
33	Immigration/Citizenship <b>** Please note that fingerprints are not required by the Department of Immigration and Citizenship (DIAC) unless you are otherwise advised by them</b>	All offences
34	Law enforcement/Intelligence or Security agency employee/consultant ( <b>NB NOT private Security Guards</b> )	All offences
35	Overseas employment/visa	Unspent offences
36	Superannuation Trustee/Custodian/Investment manager or Responsible officer of a body corporate that is a trustee, investment manager or custodian of a superannuation entity	Unspent offences and offences in respect of dishonest conduct
37	Care, instruction or supervision of children/ Care of intellectually disabled persons/ Aged Care staff/volunteers	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
	<b>Other</b>	
30	Pre employment/standard disclosure	Unspent offences

## **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 with pages 1 and 2 of this form 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/business/national\\_police\\_checks.html](http://www.afp.gov.au/business/national_police_checks.html)

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.

## **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 a Disputed Record form (CR 1200) 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.

- **Ensure Section 1 Purpose of NPC has been completed**
- **A copy of an Australian driver's licence or other acceptable identification (eg passport, certified full birth certificate, certified marriage certificate) must accompany the application unless you have been otherwise advised. Do not send original documents.**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- If completing by hand use **BLOCK LETTERS** and **black ink.**
- Mark the appropriate check boxes with a cross (X).
- 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.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide (pages 3 – 6 of this form) to the AFP. Please retain these for your reference.