



TASMANIAN
CATHOLIC
education office

CONSENT TO CHECK AND RELEASE A NATIONAL POLICE CERTIFICATE

A check will be made of the police records held in all Australian police jurisdictions.

INSTRUCTIONS FOR COMPLETING APPLICATION FORM:

- Please use **BLOCK LETTERS** and complete in blue or black ink only.
- **Sign and date** the form and have your **signature witnessed**.
- You must copy and attach the required **100 points of identity**.
- The school will complete Section 4: Payment Options/Fees
- **Volunteers:** Individuals seeking to undertake volunteer work with the Tasmanian Catholic Education Office and its associated schools and colleges are eligible to receive a National Police Certificate at a concession rate.
 - If applicable, have an authorised officer from the organisation complete the declaration of Volunteers Status on page 3.

Please complete the form and return the form marked 'Confidential' to the school office at which you are a non-teaching employee or volunteer. If you have any questions about how to complete the form, please contact the school.

INCOMPLETE FORMS WILL BE RETURNED TO THE SCHOOL

BEFORE SUBMITTING YOUR FORM:

Have you selected a box in sections 2 and 3?

Have you attached required ID? (See section 6)

Have you included payment details?

Have you provided your signature of consent and had it witnessed?

SECTION 1: APPLICANT INFORMATION

Family Name _____

First Given Name _____ Other Given Names _____

Previous Family Name(s) _____

Previous Given Name(s) _____

Date of Birth _____ Gender Male Female

Place of Birth Suburb/Town _____ State _____ Country _____

Current Residential Address

Unit/Street Number/Street _____

Suburb/Town _____ State _____ Postcode _____

Postal Address If you want your certificate delivered to a postal address or third party organisation, please provide the details below

For the Attention of/Organisation Name _____

PO Box/Organisation Street Address _____

Suburb/Town _____ State _____ Postcode _____

Drivers Licence No. and Issuing State _____

Business Hours Telephone No. _____

SECTION 2: TYPE OF POLICE RECORD CHECK REQUIRED/FEES (Tick Appropriate Box)

National Police Record Check \$40.00

Volunteer Schools to complete Section 5: Declaration of Volunteer/Concession Status \$5.00

SECTION 3: PURPOSE OF RECORD CHECK

Teaching/Non-Teaching Education Staff

SECTION 4: PAYMENT OPTIONS/FEES

PAYMENT METHODS

CHEQUE OR MONEY ORDER Please attach your cheque or money order to this form made payable to 'Tasmania Police'

CREDIT CARD Payment can also be made by completing the following credit card authorisation

RECEIPTS Receipts for payments will only be provided upon prior request. Please tick the box if you require a receipt

Card No.

Name of Cardholder _____ Expiry Date _____

Signature _____ VISA Master Card

SECTION 5: DECLARATION OF VOLUNTEER/CONCESSION STATUS

Applicants requiring a National Police Check in order to undertake volunteer work with the Tasmanian Catholic Education Office and its associated schools and colleges are eligible to access the concession rate of \$5.00.

In order to access the concession eligible applicants must arrange for an authorised officer from your organisation to complete the following declaration.

Declaration:

I declare that the applicant named in section 1 of this form will be undertaking volunteer work for this organisation described hereunder and they will receive no payment for their services.

Name of Organisation	<u>Tasmanian Catholic Education Office</u>
Role of Volunteer/Applicant	<u>School Support</u>
Signature of Authorised Officer	<u>per</u>
Printed name of Authorised Officer	<u>Melissa McGuire</u>
Date	<u></u>

SECTION 6: EVIDENCE OF IDENTITY - 100 point checklist

Applicants for a National Police Check must provide a minimum of 100 points of identity. This must include at least ONE photo ID document from Category A. No Certificate will be issued without evidence of identity being provided. All identity documents must be CERTIFIED COPIES ONLY of the required documentation and must be attached to your application.

Evidence of Identity Documents	Points	Attached
Category A		
Current Australian Passport	Photo	70
Security Agent/Crowd Controller Licence	Photo	70
Current Driver's Licence	Photo	40
Current Overseas Passport	Photo	40
Current Firearms Licence	Photo	40
Service Tasmania Personal Information Card	Photo	40
Current Tertiary Student ID Card	Photo	20
Category B		
Full Birth Certificate		70
Citizenship Certificate		70
Immigration Documents (Visa)		70
Marriage Certificate (BDM issue only)		40
Legal Name Change/Deed Poll Certificate		40
Professional Board Registration Certificate/Trade Certificate		40
Centrelink/Pensioner Health or Concession Card		40
Bank/Financial Institution Card		40
Tenancy Agreement or Lease		20
Medicare Card/Private Health Fund		20
Rates Notice		20
Utility Account		20
Employment Records/Employer Reference (confirming name and address)		10
TOTAL POINTS PROVIDED (minimum 100)		

SECTION 7: STATEMENT OF CONSENT AND INDEMNITY

I certify that I am the applicant named on this form and that all details herein provided by me are true and correct. I consent to a check of the records of Tasmania Police and other Australian police jurisdictions, and to the release of information recorded against my name for the purposes of managing my request for a Police Certificate. I understand that Tasmania Police will maintain the privacy of my information and manage it in accordance with the Personal Information Protection Act 2004. I hereby indemnify the CrimTrac Agency, the State of Tasmania, each of the Australian State/Territory Police Services and their employees, members, servants and agents against all actions, suits, proceedings, causes of action, costs, claims and demands which may be brought or made against it or them arising out of, or in any way connected with the release of information recorded against my name or purporting to concern me.

Signature of Applicant _____ Signature of Witness _____
Printed Name of Applicant _____ Printed Name of Witness _____
Date _____ Date _____

CONTACT DETAILS

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