

Australia – Criminal Search

The criminal search in Australia required an additional Australian Federal Police (AFP) form to be submitted. For your convenience the form is included.

Instructions

1. BLOCK LETTERS MUST BE USED WHEN COMPLETING THIS APPLICATION MANUALLY

2. Identity document(s)

Please note that a scanned copy of the photograph page of your passport or Australian Driver's License is required and must be delivered along with the AFP form.

3. 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. For your convenience, the default has been set to "39 Pre employment Standard Disclosure".
- If you believe this incorrect, please reach out to your recruiter or Sterling directly.

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
39	Pre employment/standard disclosure, Security Guard	Unspent offences

	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released (<i>Part VIII 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
39	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 ** Please note that fingerprints are <u>not required</u> by the Department of Immigration and Citizenship (DIAC) unless you are otherwise advised by them	All offences

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	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released (Part VIIC Crimes Act 1914)
34	Law enforcement/Intelligence or Security agency employee/consultant (NB NOT private Security Guards)	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
	Other	
39	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.

NOTE: If applicant Place of Birth is Australia then Country and State is mandatory on AFP Form

○ Section 3: Employer/Organisation details

- This section is prefilled and related to the organization that holds an account with the Australian Federal Police.

○ Section 4: Mailing Address of Police Certificate

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

○ Section 5: Fingerprints

- For your convenience, this section has been prefilled as not requiring a fingerprint check.
- If you believe this incorrect, please reach out to your recruiter or Sterling directly.

○ 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.
- Must have a wet signature (see below for exception process)
 - Note: If the form is signed electronically, then the candidate will have to satisfy the 100 points of ID.

Australia – Identity (100 Points)

The ID Verification in Australia requires proof of your identity. Please provide a clear color copy of a combination of the documents in the list below following these guidelines:

- Each document is allotted a point value in the table below. The total point value of the documents supplied **MUST** equal or exceed 100 points.
- The combination of identity documents must include the full name, date of birth, at least one document from either Category A or Category B, and a photograph.
- If you do not have an identity document containing a photograph, please must submit a passport style photograph that has been certified.

CATEGORY	DOCUMENT TYPE
A	Each document is worth 70 points in Category A.
	<div> <div>Australian Passport (current or expired within last 2 years but not cancelled)</div> <div>Foreign Passport (current)</div> </div>
	<div> <div>Full Birth certificate (not birth certificate extract)</div> <div>Australian Citizenship Certificate</div> </div>
	<div> <div>Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia</div> </div>
B	The first document provided from the Category B list of documents is worth 40 points. Any subsequent document provided is worth 25 points.
	<div> <div>Australian Driver Licence/Learner's Permit</div> <div>Current (Australian) Tertiary Student Identification Card</div> </div>
	<div> <div>Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)</div> </div>
	<div> <div>Government employee ID (Australian Federal/State/Territory)</div> <div>Defence Force Identity Card (with photo or signature)</div> </div>
	<div> <div>Department of Veterans Affairs (DVA) card</div> <div>Centrelink card (with reference number)</div> </div>
C	Each document is worth 25 points in Category C.
	<div> <div>Birth Certificate Extract</div> <div>Birth card (NSW Births, Deaths, Marriages issue only)</div> </div>
	<div> <div>Medicare card</div> <div>Credit card or account card</div> </div>
	<div> <div>Australian Marriage certificate (Australian Registry issue only)</div> <div>Decree Nisi / Decree Absolute (Australian Registry issue only)</div> </div>
	<div> <div>Change of name certificate (Australian Registry issue only)</div> <div>Bank statement (showing transactions)</div> </div>
	<div> <div>Property lease agreement - current address</div> <div>Taxation assessment notice</div> </div>
	<div> <div>Australian Mortgage Documents - current address</div> <div>Rating Authority - current address e.g. Land Rates</div> </div>
	If relied upon, the following documents must be from different organisations:
	<div> <div>Utility Bill - electricity, gas, telephone - current address (less than 12 months old)</div> </div>
	<div> <div>Reference from Indigenous Organisation</div> </div>
	<div> <div>Documents issued outside Australia (equivalent to Australian documents). Must have official translation attached.</div> </div>

Australia – Identity (100 Points)

There are special provisions that apply to the following categories of Applicants who may be unable to meet the identity requirements as listed above. These include:

- Recent arrivals (persons who have been in Australia for six weeks or less)
- Aboriginal and Torres Strait Islander residents in remote areas or communities
- Persons under 18 years of age

The following special provisions can be used ONLY if the minimum requirements as listed above cannot be met in the listed circumstances:

S/N	SPECIAL PROVISION CATEGORY	POINTS	DOCUMENT TYPE
1	<input type="checkbox"/> Recent arrival – has been in Australia for less than 6 weeks	100	A current passport and proof of date of arrival
2	<input type="checkbox"/> Aboriginal people, Torres Strait Islander people or resident in a remote area / community	100	Please complete the National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People form available from Sterling.
3	<input type="checkbox"/> Child under 18	100	Please provide one of the following documents: <ul style="list-style-type: none"><input type="checkbox"/> Birth Certificate / Birth extract<input type="checkbox"/> Australian Passport (current, or expired within the previous two years, but not cancelled)<input type="checkbox"/> Australian Citizenship Certificate<input type="checkbox"/> International Passport (current)<input type="checkbox"/> Other documents of identity having some characteristics as a passport e.g. diplomatic / refugee (photo and signature)<input type="checkbox"/> 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)

Summary of Points

Category	Total Points Per Category
A	
B	
C	
Special Provisions	
TOTAL POINTS	



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	39
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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
SterlingRISQ incorporating AIM Screening/Sterling Talent Solutions	1113	

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		