

# Request for a Criminal History Check

Last updated December 2015

**Important Information - Please read in full before completing this form**

## Privacy Statement

The Department of Justice and Attorney-General (DJAG) is collecting your personal information for the purpose of conducting a pre-employment check. This collection is required under Public Service Commission Directive 7/11 - Employment screening. This information will be securely stored and will only be accessed by authorised employees within DJAG. This information will be shared with the Queensland Police Service (QPS). Unless required or authorised by law, your personal information will not be passed on to any other third party without your consent.

## Processing Times

Please note that the total processing time will vary based on the results returned by QPS. All complete and correct request forms will be processed by HR&G within 3 working days, but may take between 5 -10 working days to be returned by QPS. Any checks that are returned as status 'pending' may be delayed further as QPS conduct additional checks; these delays are beyond our control.

## Urgent Requests

QPS do not have any scope to process checks on an urgent basis. We will forward all advice as soon as it is received by our officers.

Print Completed Form

## Section 1: Public Service Act 2008 Consent Statement (Employee to complete)

I , under Section 67 of the Public Service Act 2008, give my consent for the Chief Executive of the Department of Justice and Attorney-General to conduct a Criminal History Check through the Queensland Police Service, because of the nature of the relevant duties of the position of   corresponding to position number . In consenting to conducting a Criminal History Check, I understand that my criminal history in Australia, and where applicable New Zealand, will be considered.

I understand that the Queensland Police Service will disclose to the Agency any criminal history information that may be provided under the *Criminal Law (Rehabilitation of Offenders) Act 1986* and any Commonwealth, State or Territory legislation that deals with criminal history.

## Section 2: Residency Information (Employee to complete)

To facilitate this process, you must advise whether you have resided in New Zealand for 12 months or more, provided you were 16 years of age or older at the time of residence. If you select 'yes' below, please complete the additional **Vetting Consent** form at the end of this document.

Have you resided in New Zealand for a period of 12 months or more?  Yes, *complete Section 6*  No

## Section 3: Proof of Identity (Employee to complete)

Proof of identity must be established prior to requesting a criminal history report. Establishing and verifying 'identity' is not always straightforward. Many people share common names and women often change their names upon marriage or divorce. In all circumstances, it is essential that people provide their full name, any of their previous names and the date and place of their birth, to ensure that their check is correctly assessed.

The recommended person must provide satisfactory **proof of identity, date and place of birth**. **ID MUST BE A CLEAR, HIGH QUALITY SCAN OR COPY - BLURRED OR DARKENED IMAGES WILL BE RETURNED AND RESULT IN DELAYS OF 1-3 DAYS**. Documents considered satisfactory for identification purposes include **one (1)** of the following only; please select the box of your chosen form of ID as below:

- a.  Current Australian or New Zealand driver's licence; or
- b.  Current Australian or overseas passport; or
- c.  Copy of Australian or overseas birth certificate or extract and photo identification

**Section 4: Employee Details and Certification (Employee to complete)**

Full name (including middle names)

Previous names (if applicable)

Date of birth  Place of birth (city,country)

Full residential address (must match address shown on ID)

I hereby certify that all of the information I have provided is true and correct. I also confirm that I have provided satisfactory documentation as proof of my identity to my Employer, as per the requirements above.

Signed

Date

**Section 5: Financial Delegation and Employer Information (Manager/Supervisor to complete)**

Full name  Contact number

Position title  Business unit

Cost centre to charge \$26.00 QPS fee (no GST) via SA journal

Postal address

I hereby witness the details and certification provided by this employee above, and confirm that I have the financial delegation to proceed with this request. I also understand that the Queensland Police Service may update the prescribed fee without notice, and that any invoices or journals received for this service must be paid in full/approved within 30 days of receipt.

Signed

Date

### Section 1: Australian Approved Agency to complete (or its duly authorised agent)

Name of Applicant to be vetted:

Name of Australian Approved Agency submitting vetting request:

### APPLICANT'S ROLE – PURPOSE OF VET

- Employee       Contractor/consultant       Volunteer       License/Registration
- Vocational Training       Other: (please specify here)

Description of role / licence / registration (e.g. caregiver; cleaner; taxi driver; teacher; etc.):

What group(s) will the applicant have contact with in their role for your agency?

- Children/Youth       Elderly       Other Vulnerable Adults       Other: (please specify here)

What is the applicant's **primary** role for your agency?

- Care & Protection (Children/Youth)       Care & Protection (Elderly/Vulnerable Adults)       Education
- Healthcare       Other: (please specify here)

### Application of Criminal Records (Clean Slate) Act 2004:

The NZ Police Vetting Service must comply with the Criminal Records (Clean Slate) Act 2004. Your answers to the above questions will assist us in determining what section of the act applies to this vetting request.

**Section 16 (Clean Slate): Conviction history will not be released if applicant is eligible for clean slate.**

The role does not fit the criteria in section 19(3) of the Criminal Records Act, e.g. teacher, doctor/nurse, rest home carer.

**Section 19(3) (Exception): All criminal convictions will be released EVEN IF the applicant is eligible for clean slate.**

The role fits the criteria of one or more of the exceptions in section 19(3) of the Criminal Records (Clean Slate) Act,

e.g. it is predominantly involving the care and protection of, but not predominantly involving the delivery of education to, a child or young person (e.g. caregiver, nanny, foster/home stay parent, applicant for adoption) [section 19(3)(e)].

For information on the clean slate regime, see <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>.

Section 1 continued:

**Australian Approved Agency to complete or its duly  
authorise agent**

### EVIDENCE OF IDENTITY (ID)

- for further information, see <http://www.dia.govt.nz/Resource-material-Evidence-of-Identity-Standard-Index>

I confirm that the identity of the applicant has been checked by [A] or [B] as follows:

**[A]**  I have (or my delegate has), OR,  A Trusted Referee\* has  
sighted the ID documents below, and verified the photo against the applicant  
in person (mark box)

Primary ID document (e.g. passport, original birth certificate, firearms licence, etc.; see link above)

**and**

Another form of ID (e.g. driver licence, 18+ card, Community Services Card, etc.; see link above)

**and**

One of the above must be photographic – confirm comparison made

**and, if applicable**

Evidence of name change where names differ (e.g. marriage/civil union certificate, statutory declaration, etc.)

*[\*a trusted referee must be over 16, and not be related, or a partner/spouse, or a co-resident of applicant, and be either a person of standing in the community (e.g. registered professional, religious or community leader) or registered with the Approved Agency. The Trusted Referee must sign a copy of the photo ID and provide his or her name and contact details.]*

*Optional additional check by me (if appropriate)*

A search of our records to verify uniqueness (especially for professional bodies)

**[B]**  I have received an assertion of a RealMe verified identity

- limited to agencies who are able to use RealMe to verify identity
- for further information, see <https://www.realme.govt.nz/>

### CHECKLIST

In making this request, I confirm that:

- I have complied and will comply with the Offshore Approved Agency Arrangement between NZ Police and the Australian Approved Agency I represent;
- I am satisfied as to the correctness of the Applicant's identity; and
- I have obtained the signed consent of the Applicant, as set out in section 2 of this form, to submit this vetting request.

Australian Approved Agency Authorised Representative:

Name:

Signature:

Date:

Name of Australian Approved Agency submitting vetting request:

**Section 2:**

**Applicant to complete and return to Australian Approved Agency or its duly authorised agent (the Australian Approved Agency will submit the vetting request to NZ Police and receive the vetting result)**

**PERSONAL INFORMATION**

Details (note: the name you are most commonly known by is your primary name)

*Family name: (Primary)	<input type="text"/>	First name(s): (Primary)	<input type="text"/>	<input type="text"/>
*Gender:	(M) <input type="checkbox"/> (F) <input type="checkbox"/> (Other) <input type="checkbox"/>	*Date of birth: (dd/mm/yyyy)	<input type="text"/>	
*Place of birth: (town/city/state)	<input type="text"/>	*Place of birth: (country)	<input type="text"/>	
NZ Driver Licence number: (*where held - for ID verification by NZ Police)	<input type="text"/>			

If applicable, please include other names and mark them A, M, or P as appropriate:

- (A) alias or alternate name(s)
- (M) married name if not primary name
- (P) previous/maiden/name changed by deed poll or statutory declaration

Family name: (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	First name(s): (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	First name(s): (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	First name(s): (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>
Family name: (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	First name(s): (A) (M) (P) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>

Permanent/Former New Zealand Residential Address:

*Number/Street:	<input type="text"/>		
Suburb:	<input type="text"/>	Post Code:	<input type="text"/>
*City/Town/ Rural District:	<input type="text"/>	*Period of Residence:	<input type="text"/>

**Section 2:**  
continued

**Applicant to complete and return to Australian Approved Agency or its agent (the Approved Agency will submit the vetting request to NZ Police and receive the vetting result)**

### CONSENT TO DISCLOSURE (for a New Zealand Police Vet)

- for further information, see <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

I acknowledge and understand as follows:

1. The information about me that NZ Police may release in a vetting result comprises convictions, active charges and warrants to arrest.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) (NZ) Act 2004; this means that, if I am 'eligible' for clean slate (e.g. no convictions for 7 years, never been to prison, no convictions for specified sexual offending, etc – see section 7 of the Act):
  - (i) my criminal record of convictions will not be disclosed; but
  - (ii) if the role for which I have applied is an exception to the clean slate scheme (e.g. predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.
3. Where relevant information is subject to statutory or Court ordered name suppression or prohibition on disclosure or other constraints on disclosure such as expectations of confidentiality or the protection of active criminal investigations or the safety of individuals, NZ Police may issue an alternative vetting result stating the existence of relevant non-disclosable information, without details.
4. Any personal information contained on this form may be used by NZ Police to update its records.
5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.
6. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the Australian Approved Agency who will immediately notify NZ Police to cease the vetting process (any fee remains payable by the Australian Approved Agency).
7. I am entitled to access the vetting result released to the Australian Approved Agency and seek correction of Police information about me in accordance with the Privacy Act 1993 by making a request to the 'Australian Approved Agency' in the first instance.
8. No later than twelve months after the release of the vetting result, the Australian Approved Agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, unless a longer retention period is required by legislation.
9. The information I provided in this form relates to me and is correct.

#### Authorisation

**I authorise** NZ Police to disclose any personal information it considers relevant to my application to the Australian Approved Agency making this request for the purpose of assessing my suitability.

Signature of applicant

Date: