

# NATIONAL POLICE CHECKING SERVICE (NPCS) INFORMED CONSENT FORM



THE UNIVERSITY OF  
MELBOURNE

Note: Fields with red boundaries indicate mandatory minimum information

## SECTION 1: PERSONAL INFORMATION

Student Id:

Purpose for which the check is required:

### Names by which I am, or have been, known

If more room is required, list on a separate sheet, sign and submit the sheet with this form. Additional sheet included? Yes No

#### Current Names

Surname First Middle

#### Previous Names (if applicable)

Surname First Middle

Previous Name Type

Surname First Middle

Previous Name Type

### Birth and Gender Details

Date of Birth Gender Male Female Unspecified  
DD / MM / YYYY

### Place of Birth

Suburb/Town State Country

### Previous Residential Addresses over the last 5 years

If more room is required, list on a separate sheet, sign and submit the sheet with this form. If full details are unavailable, include as much information as possible.

Additional sheet included? Yes No

#### Current

#### Period of residence (MM/YYYY)

Number/Street From: To:

Suburb/Town State Postcode Country

#### Previous (if applicable)

#### Period of residence (MM/YYYY)

Number/Street From: To:

Suburb/Town State Postcode Country

#### Previous (if applicable)

#### Period of residence (MM/YYYY)

Number/Street From: To:

Suburb/Town State Postcode Country

Have you resided overseas for more than 12 months in the past 10 years or been a citizen or permanent resident of a country other than Australia after the age of 16? Yes No

### Contact details

Phone Home Work Mobile

Note: Where possible we will contact you via your University of Melbourne email address

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## SECTION 2: PROOF OF IDENTITY

### Documents must be selected from the list below

When applying for a National Police History Check, you must provide proof of your identity with this form (see Minimum Identity Requirements below). All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for "*Statutory Declarations Regulations 1993*".

### Change of Name

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver's licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in section 1 of this form.

### Minimum Identity Requirements

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth);
- the combination of documents supplied should, as a minimum equal a total of 100 points; and
- evidence of your full name and date of birth.

**Note:** If you are unable to satisfy the Minimum Identity Requirements above, special provisions may apply. Refer to the categories listed at the end of this section for details.

### Category A - Each document is worth 70 points

	Select	Points	Card/Document Number
1. Passport (current, or expired within the previous two years, but not cancelled)		<input type="checkbox"/> <input type="checkbox"/>	
2. Birth Certificate (not extract)		<input type="checkbox"/> <input type="checkbox"/>	
3. Australian Citizenship Certificate		<input type="checkbox"/> <input type="checkbox"/>	
4. Other document of identity having same characteristics as a passport e.g. Australian travel documents or current Australian Visa, diplomatic/refugee documents (with photo or signature)		<input type="checkbox"/> <input type="checkbox"/>	

### Category B - The first document is worth 40 points and each additional document is worth 25 points

	Select	Points	Card/Document Number
1. Current Licence or Permit (Government Issued)		<input type="checkbox"/> <input type="checkbox"/>	
2. Current tertiary student identification card (with photo)		<input type="checkbox"/> <input type="checkbox"/>	
3. Working With Children/Teachers Registration Card		<input type="checkbox"/> <input type="checkbox"/>	
4. Public Employee Photo ID Card (Government Issued)		<input type="checkbox"/> <input type="checkbox"/>	
5. Aviation Security Identification Card/Maritime Security Identification Card		<input type="checkbox"/> <input type="checkbox"/>	
6. Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months)		<input type="checkbox"/> <input type="checkbox"/>	

**Note:** If you do not possess at least one type of photo ID from Category A or B above, then you must supply a certified current passport size photo

Select	Points
	<input type="checkbox"/> <input type="checkbox"/>

(Further documents overleaf)

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## Category C - Each document is worth 25 points

	Select	Points	Card/Document Number
1. Birth Extract		<input type="checkbox"/> <input type="checkbox"/>	
2. Foreign/International Drivers Licence		<input type="checkbox"/> <input type="checkbox"/>	
3. Proof of Age Card (Government Issued)		<input type="checkbox"/> <input type="checkbox"/>	
4. Medicare Card/Private Health Care Card		<input type="checkbox"/> <input type="checkbox"/>	
5. Council Rates Notice		<input type="checkbox"/> <input type="checkbox"/>	
6. Property Lease/Rental Agreement		<input type="checkbox"/> <input type="checkbox"/>	
7. Property Insurance Papers		<input type="checkbox"/> <input type="checkbox"/>	
8. Australian Tax Office Assessment		<input type="checkbox"/> <input type="checkbox"/>	
9. Superannuation Statement		<input type="checkbox"/> <input type="checkbox"/>	
10. Electoral Roll Registration		<input type="checkbox"/> <input type="checkbox"/>	
11. Motor Vehicle Registration or Insurance Documents		<input type="checkbox"/> <input type="checkbox"/>	
12. Professional or Trade Association Card		<input type="checkbox"/> <input type="checkbox"/>	
13. Utility Bills (e.g. Telephone, Gas, Electricity, Water)*		<input type="checkbox"/> <input type="checkbox"/>	
14. Credit/Debit Card Statement*		<input type="checkbox"/> <input type="checkbox"/>	
15. Bank Statement *		<input type="checkbox"/> <input type="checkbox"/>	

**TOTAL POINTS (must be 100 or more)**

\*These documents must be from different organisations.

SPECIAL PROVISIONS ONLY TO BE USED IF MINIMUM IDENTITY REQUIREMENTS ABOVE CANNOT BE MET			
Applicant Category	Document – Each is worth 100 points	Select	Points
Recent Arrival - have been in Australia for 6 weeks or less	Current passport and proof of date of arrival		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Child under 18	Please provide one of the following documents: <ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature)</li> <li>• 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)</li> </ul>		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>TOTAL POINTS</b>			
		<b>Total points scored</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



## SECTION 3: CONSENT TO SIGHTING AND RELEASE OF POLICE CHECK

This section relates to the Faculty of Medicine, Dentistry and Health Sciences' *Student Placement Handbook* and *Police Record Check Procedure* which you may view at <http://mdhs.unimelb.edu.au/study/current-students/placements>. Please ensure you have read this prior to completing this form.

### All declarations in this section must be completed

*I declare that:*

I have viewed, read and understood the Faculty of Medicine, Dentistry and Health Sciences' *Student Placement Handbook* and *Police Record Check Procedure* together with the information on privacy (see below). I accept that I will need to produce evidence of my Police Check if asked by a placement host organisation and understand that I will be provided a copy of my Police Check result via email once it has been processed.

I consent to an authorised Faculty of Medicine, Dentistry and Health Sciences representative sighting the original Police Check information and recording the outcome, check reference number, date of issue and issuing organisation of the check in a register for the purposes of coordinating my student placements.

I consent to an authorised Faculty of Medicine, Dentistry and Health Sciences representative advising the relevant host organisation of the outcome of my Police Check, including any details that disclose a court outcome, outstanding charge or matter under investigation, for the purposes of that host organisation assessing my suitability to undertake the student placement.

I have disclosed any other matter that may be relevant to me undertaking my student placement in a healthcare or community environment to the University.

If found to have disclosable court outcomes on my Police Check, I am aware that I may not be able to undertake any student placements and may not be able to complete my course or may not be registered by the Australian Health Practitioner Regulation Agency (if applicable).

The information is being collected for the purposes of the University complying with requirements associated with placement/s to be undertaken as part of your degree. You can access any information the University holds about you. Contact the Privacy Officer to find out more. Information may also be passed on to a proposed host organisation of a clinical placement for the purpose of that host organisation assessing your suitability to undertake clinical training at that host organisation. If you do not provide the information required by this form you will not be permitted to undertake any clinical placement and may therefore be unable to complete your course.

The University has a detailed Privacy Policy and you can contact the Privacy Officer with any question about how the University deals with personal information: [www.unimelb.edu.au/unisec/privacy](http://www.unimelb.edu.au/unisec/privacy).

## SECTION 4: GENERAL INFORMATION

### General information

Australian Criminal Intelligence Commission (ACIC) is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the University of Melbourne. ACIC has contractual arrangements with its Accredited Organisations to collect personal information on its behalf to support processes assessing the suitability of people applying for employment, Australian citizenship, appointment to positions of trust, volunteer service or for various licensing or registration schemes. Accredited Organisations and their customers (such as employers) use the personal information collected on this form and the resulting NPHC as part of their assessment process to determine your application. Some Accredited Organisations have a legislative basis for the collection, use and disclosure of your personal information.

ACIC recommends that you seek further information about any relevant/applicable legislative framework from the University of Melbourne.

In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. ACIC recommends that you seek further information from the University of Melbourne in circumstances where your information is likely to be disclosed to overseas recipients.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability; or to maintain the records of ACIC and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

### National Police History Check (NPHC)

Information on this form will be used by ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies.

ACIC and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to the University of Melbourne, who may then disclose it to the relevant clinical placement host organisation as per section 3 above.

PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your State/Territory:

Commonwealth	<a href="http://www.comlaw.gov.au">www.comlaw.gov.au</a>
New South Wales	<a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>
Queensland	<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>
South Australia	<a href="http://www.legislation.sa.gov.au">www.legislation.sa.gov.au</a>
Victoria	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>
Western Australia	<a href="http://www.slp.wa.gov.au">www.slp.wa.gov.au</a>
Northern Territory	<a href="http://www.nt.gov.au/dcm/legislation/current.html">www.nt.gov.au/dcm/legislation/current.html</a>
Australian Capital Territory	<a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a>
Tasmania	<a href="http://www.thelaw.tas.gov.au">www.thelaw.tas.gov.au</a>

### Limitations on accuracy and use of PHI

While every care has been taken by ACIC and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by ACIC depends on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If the Applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the University of Melbourne so that the NPCS dispute process can be initiated.

### ACIC contact details

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact the ACIC's National Police Checking Service on:

Phone: 02 6268 7900  
Email: [npcs@acic.gov.au](mailto:npcs@acic.gov.au)

### Provision of incomplete, false or misleading information

An Accredited Organisation and an Applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this form is correct in section 5 below.

It is a serious offence to provide false or misleading information on this form.



## SECTION 5: CONSENT TO OBTAIN PERSONAL INFORMATION

**By clicking on this box, I hereby:**

1. acknowledge that I have read the General Information in Section 4 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from spent convictions legislation may apply;
3. have fully and correctly completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the University of Melbourne is collecting information in this form to provide to Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
  - (i) ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
  - (ii) the police agencies disclosing to ACIC, from their records, Police History information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's policies
  - (iii) ACIC disclosing the information sourced from the police agencies to the University of Melbourne.
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 1 of this form;
8. acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose identified in Section 1 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this form may be disclosed to the University of Melbourne; and
11. acknowledge that it is usual practice for an Applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

**Note: The information you provide on this form will be used only for the purpose stated above unless statutory obligations require otherwise.**

**Applicant's Signature (click to invoke electronic signature):**

*Signature field will appear here when all declarations in Section 3 and Section 5 are ticked.*