

NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

APPLICATION AND INFORMED CONSENT FORM



Uniting Church. **Uniting People.**

Information about this form

What is a nationally coordinated criminal history check?

A nationally coordinated criminal history check is conducted with your informed consent to determine your suitability for a position of trust, specified field of endeavour or as required by legislation. A nationally coordinated criminal history check contains your personal information, and police information that is disclosable about you, according to the purpose of your check.

Who completes this form?

1. Applicant

You are required to provide your personal details and informed consent to complete this form. If you are less than 18 years of age, this form must be completed by your parent or legal guardian. You must also provide your identity documents, as detailed below in ‘What ID Documents are required?’.

Your documents must be shown to a **delegated representative** of The Uniting Church in Australia Property Trust (SA), i.e. **Minister, member of Church Council or Uniting Church SA (UCSA) employee.**

You are completing this form to obtain a nationally coordinated criminal history check as a part of UCSA Screening and Authority process.

2. Person responsible for verifying identity

(must be a Minister, a member of Church Council or a UCSA employee)

Four documents must be presented to you for verification. You must ensure you are satisfied that the applicant’s **personal** details on this form and the identity documents are correct. Complete Section D to confirm the documents presented meet this criteria.

What ID Documents are required?

Minimum identity requirements

You must provide four documents with your completed form to confirm your identity:

- **one commencement document** to confirm your birth in Australia or arrival in Australia,
- **one primary document** and
- **two secondary documents** to show the use of your identity in the community.

The verifier (i.e. **Minister, member of Church Council or Uniting Church SA (UCSA) employee**) will use these documents to verify your identity against the personal information you have provided on this form. The personal information contained in the identity documents you provide will be used to conduct a nationally coordinated criminal history check, as you consent to in Section C.

The documentation you provide **must** include evidence of **your full name and date of birth and a photograph of you**. The commencement document and/or primary documents provided **must include a photo of you**. If this is not possible you must submit a passport-style photograph certified by a person listed [in Schedule 2 of the Statutory Declarations Regulations 1993 \(Cth\)](#).

The full list of identification documents that can be accepted are listed in Section D.

Change of name

If you provide any identifying documents **using a former name**, you **must** provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an **Australian** marriage certificate issued by a state or territory, **in addition** to your four identity documents. *Church or celebrant-issued certificates are not accepted.*

Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact **UC SA Screening Services Unit** (on behalf of The Uniting Church in Australia Property Trust (S.A)) who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

Privacy notice

How will my information be used?

The ACIC and Australian police agencies

The ACIC and Australian police agencies use the information on this form and the applicant’s identity documentation:

- to disclose police information relating to you, to The Uniting Church in Australia Property Trust (S.A.)
- to update records held about you
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*

Accredited body

The Uniting Church in Australia Property Trust (S.A.) is an accredited body and uses the personal information collected in this form to request a nationally coordinated criminal history check and to assure itself of your identity.

The Uniting Church in Australia Property Trust (S.A.) may have a legislative basis for the collection, use and disclosure of your personal information and police information to a third party. If applicable, third parties are listed at C1. The ACIC recommends you seek more information about relevant legislation from The Uniting Church in Australia Property Trust (S.A.)

The Uniting Church in Australia Property Trust (S.A.) must advise you if your personal information or police information will be transferred or supplied to a location outside Australia, known as the permitted offshore transfer arrangement.

You can contact The Uniting Church in Australia Property Trust (S.A.) for more information on how they handle your personal information using the contact details at the end of this section.

How is my national check result determined?

Police information is disclosed in accordance with applicable legislation and information release policies of the Australian Government and state and territory governments.

These links may help you source information on spent convictions:

- Australian Government www.legislation.gov.au
- Australian Capital Territory www.legislation.act.gov.au
- New South Wales www.legislation.nsw.gov.au
- Northern Territory www.legislation.nt.gov.au
- Queensland www.legislation.qld.gov.au
- South Australia www.legislation.sa.gov.au
- Tasmania www.thelaw.tas.gov.au
- Victoria www.police.vic.gov.au
- Western Australia www.slp.wa.gov.au

How do I dispute my result?

If you do not agree with the results of your nationally coordinated criminal history check, contact UC SA Screening Services Unit and tell them you want to dispute the result. Your dispute is accepted and escalated by UC SA Screening Services. You will find information on how to do this on the UC SA website.

Providing incomplete, false or misleading information

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form is a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995* (Cth).

If you become aware you have provided incorrect information you must contact UC SA Screening Services Unit as soon as possible.

How to submit this form

1. Download and complete the form (sections A, B & C) ensuring you have signed and dated in section C2.
2. Take the form with your **identifying documents** to either a UCA Minister, member of your Church Council or a UCSA Employee to verify your identity.
3. Ensure that the verifier fills out and signs Section D to complete the application.
4. Forward the completed hard copy of this form to: Screening Services Unit, Uniting Church SA, GPO Box 2145, Adelaide SA 5001

NB: Scanned copies of this form cannot be accepted.

Contact details

You can contact the UCSA Screening Services Unit as the designated business unit of The Uniting Church in Australia Property Trust (S.A.) for more information on the nationally coordinated criminal history check process, how your personal information is handled and how you can dispute your result.

Accredited body

The Uniting Church in Australia Property Trust (S.A)

Contact details

Screening Services Unit
GPO Box 2145, Adelaide SA 5001

For general enquiries call: 08 8236 4282
email: ssu@sa.uca.org.au

Terms used in this form

Nationally coordinated criminal history check

Describes both: the checking process undertaken by the ACIC and police, and the result received by The Uniting Church in Australia Property Trust (S.A.) Commonly known as a 'police check'.

You/the applicant

Individual seeking a nationally coordinated criminal history check.

Accredited body

Organisation accredited with the ACIC and responsible for submitting your *Application and informed consent form*.

Australian Criminal Intelligence Commission (ACIC)

Australian Government agency responsible for facilitating access to nationally coordinated criminal history checks.

Third party

Organisation that The Uniting Church in Australia Property Trust (S.A.) is required by law to disclose your personal information and police information to.

Personal information

Information about you, including any information contained in your identity documents.

Police information

Information released as part of a nationally coordinated criminal history check.

Direct or indirect contact

Means face-to-face contact, phone contact or any type of communication over the internet.

Supervised

Means in the direct line of sight (at all times) of an adult who is responsible for the safety or care of the child or vulnerable person.

Section A – Personal information

A1. Please read this before answering the following questions.

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names.

With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

Example:

When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, pre-marriage name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

Current name: Smith, Lucianne Jane
Pre-marriage name: Jones, Lucianne Jane
Alias name: Smith, Lucy Jane
Alias name: Jones, Lucy Jane

Primary name:

Family name (Surname)

First given name(s)

Other given name(s)

Previous known name (if applicable):

Family name (Surname)

First given name(s)

Other given name(s)

Name Type Maiden Alias Previous

Previous known name (if applicable):

Family name (Surname)

First given name(s)

Other given name(s)

Name Type Maiden Alias Previous



If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes No

A2. Please read this before answering the following question.

You must select the gender that best describes how you identify yourself within the community.

Your gender:

M (Male)

F (Female)

X (Indeterminate/intersex/unspecified)

A3. Please read this before answering the following questions.

If you cannot provide all these details, contact the The Uniting Church in Australia Property Trust (S.A or its legal entity customer.

Your date of birth:

 / /

Your place of birth:

Suburb/town

State/territory

Country

A4. Please read this before answering the following question

Provide your **current and previous residential addresses** for the past **5 (five) years**. If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the UC SA Screening Services Unit for assistance.

Current residential address:

Street address	<input type="text"/>		
Suburb/town	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

Dates residing at address:

From	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Previous residential address 1:

Street address	<input type="text"/>		
Suburb/town	<input type="text"/>		
State/territory	<input type="text"/>	Postcode	<input type="text"/>
Country	<input type="text"/>		

Dates residing at address:

From	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	To	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
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Previous residential address 2:

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:


From	/	/	To	/	/
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Previous residential address 3:

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	To	/	/
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 If more room is required, or **you have a different address for mailing (eg GPO Box)** please list on a separate sheet, sign and attach to this form.

Additional sheet attached? Yes No

A5. Please read before answering the questions.

If you have an **Australian** driver's licence and/or an Australian firearms licence, **you must** provide the licence number and the state or territory that issued your licence.

If you have a **foreign** driver's licence and/or a firearm licence **you must** provide the licence number and the country that issued your licence.

If you have a passport, **you must** provide the passport number and the country that issued your passport.

Drivers licence number (if available):

Issued by (state/territory/country)

Firearm licence number (if available):

Issued by (state/territory/country)

Passport number (if available):

Issued by (country)

Your Contact details – so we can contact you regarding this application:

Home/Work or Mobile Number

Email

UCA connection eg, *Dove Uniting Church*

Section B – Type and Purpose of the check

B1 What is the TYPE of check being applied for:

- Volunteer
- Standard (for Ministers/employees - Fees payable)

B2. What is the PURPOSE of check being applied for:

The purpose for your nationally coordinated criminal history check helps determine what police information is disclosed on your result.

You must provide details of the **position** for which the check is required, the proposed **place** of work and the **type of contact** with children or vulnerable groups (Supervised or Unsupervised).

To comply with the UCSA Safe Church Policies, all persons in a role of responsibility are deemed to have contact (direct or indirect) with children and/or vulnerable people.

Example of how to complete:

- Sunday School teacher at [*Congregation name*] - Unsupervised ;
- Catering volunteer at [*event eg KCO /SAYCO*] - Unsupervised;
- Driver at [*event name or congregation name*] - Unsupervised;
- Op Shop employee/volunteer at [*Op Shop name*] - Unsupervised;
- Visitor vulnerable persons at [*nursing home*] - Unsupervised;

POSITION:

PLACE OF WORK:

- Supervised** (in the direct line of sight of another adult who is responsible for the safety or care of the child/vulnerable person)
- Unsupervised**

Section C – Informed consent

What is informed consent?

Your informed consent is needed before The Uniting Church in Australia Property Trust (S.A.) can request a nationally coordinated criminal history check on you. Your informed consent means you:

- have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed
- provide your permission for The Uniting Church in Australia Property Trust (S.A.) to request a nationally coordinated criminal history check on your behalf

How do I provide my informed consent?

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in C2 and, where required, get clarification from The Uniting Church in Australia Property Trust (S.A.), to ensure complete understanding. You must then sign and date this form at C2, to give your informed consent.

Important: Please read the following information.

C1 provides the details of the organisations to whom your personal and police information will be disclosed to.
 In C2, you provide your informed consent for your personal and police information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and The Uniting Church in Australia Property Trust (S.A.)

C1. Organisations to whom the applicant’s personal and police information will be disclosed

Accredited Body (legal name)

The Uniting Church in Australia Property Trust (S.A)
 Level 2, 212 Pirie St, Adelaide
 ABN 25 068 897 781

Preferred contact details

Screening Services Unit

C2. Please read this before answering the following question.

You must provide your name, read each statement carefully and then print your name, sign and date to provide your informed consent.

Applicant’s consent to submit a nationally coordinated criminal history check

I,

Family name (Surname)

First given name(s)

Other given name(s)

1. acknowledge that I/the applicant understand the information on this form.
2. acknowledge that The Uniting Church in Australia Property Trust (S.A.) is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a nationally coordinated criminal history check to be conducted for the purpose outlined in Section B of this form.
3. have fully and accurately completed this form, and the personal information I/the applicant, have provided relates to me/the applicant, and contains the full name and all names previously used by me/the applicant.
4. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
5. acknowledge that personal information that I/the applicant provided in this form and on the supplied identity documents may be disclosed to The Uniting Church in Australia Property Trust (S.A.) (including

contractors, legal entity customers, related bodies or third parties).

6. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my/the applicant’s risk and I/the applicant, am aware of the consequences of sending information in these ways.
7. acknowledge that I/the applicant am aware that I/the applicant am providing consent for a national check to be conducted on all personal information provided in this form and provided in supplied identity documents.
8. understand and consent to police information relating to me/the applicant, being disclosed in accordance with the purpose identified in section B of this form, applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
9. give consent to:
 - a. the ACIC and police agencies using and disclosing my/the applicant’s personal information that I/ the applicant, have provided in this form and personal information contained in my supplied identity documents to conduct a nationally coordinated criminal history check.
 - b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and The Uniting Church in Australia Property Trust (S.A.).
 - c. The Uniting Church in Australia Property Trust (S.A.) disclosing my/the applicant’s personal information and police information to assess my/the applicant’s suitability for the purpose identified in section B of this form.
10. acknowledge that it is usual practice for my/the applicant’s personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).

Applicant
Print name

Signature



Date

/ /

Parent or legal guardian

(where the applicant is under the age of 18)

OR

Authorised agent

(person responsible for applicant, e.g. legal representative)

Print name

Signature



Date

/ /

Section D – Declaration by Identity Documents Verifier

D1. Please indicate with a tick the 4 documents you have sighted to confirm the identity of the applicant.

The applicant’s documentation **must** include evidence of their **full name** and **date of birth** and **at least one item that includes a photograph**.

If neither the commencement nor primary documents include a photograph, then a passport-style photograph certified by a person listed in [Schedule 2 of the Statutory Declarations Regulations 1993 \(Cth\)](#) must be submitted.

Commencement of identity documents – 1 of these

- full **Australian birth certificate** (not an extract or birth card)
- current **Australian passport** (not expired)
- Australian visa** current at time of entry to Australia as resident or tourist
- ImmiCard** issued by the Department of Home Affairs (formerly Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- certificate of identity** issued by the Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- document of identity** issued by DFAT to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes
- certificate of **evidence of resident status**

Primary use in the community documents - 1 of these

- current **Australian driver licence**, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed
- Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- current passport** issued by a country other than Australia with a valid entry stamp or visa
- current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant with a signature and photo
- current **shooter** or **firearm licence** showing signature and photo (not minor or junior permit or licence)
- for persons aged under 18 with no other Primary Use in Community Documents, a current **student identification card** with photo or signature

Secondary documents – two of these

- Medicare card**
- credit card**
- bank card**
- Australian tertiary student photo identity document**
- Australian secondary student photo identity document**
- evidence of right to an Australian government benefit** (Centrelink or Veterans Affairs)
- photo identity card** issued to an officer by a police force
- photo identity card** issued by the Australian Defence Force

- photo identity card** issued by the Australian Government or a state or territory government
- security guard** or **crowd control photo licence**
- enrolment with the Australian Electoral Commission**
- certificate of identity** issued by the DFAT
- document of identity** issued by the DFAT
- convention travel document secondary** (United Nations) issued by DFAT
- foreign government issued documents** (e.g. driver’s licence)
- consular photo identity card** issued by DFAT
- Aviation Security** Identification Card
- Maritime Security** Identification card
- credit reference check**
- certified **academic transcript** from an Australian university
- trusted referees report**

Change of name

If documents presented show a **former name**, you must be provided with evidence of the name change. E.g. change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to the four identity documents. *Church or celebrant-issued certificates are not accepted.*

Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances the minimum proof of identity requirements. Please contact UCSA Screening Services Unit for assistance in assessing the ability to meet the requirements and determine the most suitable method to confirm the applicant’s identity.

D2. I declare I have verified the link between the applicant’s personal details and identity documents, and am satisfied that they are correct.

Please indicate your position

- Minister
- Church Council Member
- UCSA Employee

Print name

Contact number:

Signature

Date