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:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you selected a box in sections 2 and 3?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you attached required ID? (See section 6)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you included payment details?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you provided your signature of consent and had it witnessed?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 X

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
Signature

Expire Date
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: Tasmanian Catholic Education Office
Role of Volunteer/Applicant: School Support
Signature of Authorised Officer: [Signature]
Printed name of Authorised Officer: Josh Munnings
Date: [Date]
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.

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

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

Tasmanian Catholic Education Office                       Melissa McGuire
PO Box 102                                               Phone: 03 6210 8888
North Hobart 7002                                         Email: ceo@catholic.tas.edu.au
                                                        Website: catholic.tas.edu.au
WHO CAN BE A COMMISSIONER FOR DECLARATIONS?

PEOPLE WHO ARE COMMISSIONERS FOR DECLARATIONS BECAUSE OF THEIR PROFESSION

- Chiropractor
- Dentist
- Legal practitioner
- Medical practitioner
- Nurse
- Optometrist
- Patent attorney
- Pharmacist
- Physiotherapist
- Psychologist
- Trade Marks Attorney
- Veterinary Surgeon

PEOPLE WHO ARE COMMISSIONERS FOR DECLARATIONS BECAUSE OF AN APPOINTMENT THEY HOLD

- Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1985)
- Bailiff
- Bank officer with 5 or more continuous years of service
- Building society officer with 5 or more years of continuous service
- Chief executive officer of a Commonwealth court
- Clerk of a court
- Commissioner for affidavits
- Commissioner for declarations
- Credit union officer with 5 or more years of continuous service
- Employee of the Australian Trade Commission who is:
  a) in a country or place outside Australia; and
  b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  c) exercising his or her function in that place.
- Employee of the Commonwealth who is:
  a) in a country or place outside Australia; and
  b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
c) exercising his or her function in that place.

- Fellow of the National Tax Accountant’s Association
- Finance company officer with five or more years of continuous service
- Holder of a statutory office not specified elsewhere
- Judge of a court
- Justice of the peace
- Magistrate
- Marriage celebrant registered under Subdivision C of division 1 of Part IV of the Marriage Act 1961
- Master of a court
- Member of Chartered Secretaries Australia
- Member of the Engineers Australia other than at the grade of student.
- Member of Association of Taxation and Management Accountants
- Member of the Australasian Institute of Mining and Metallurgy
- Member of the Australian Defence Force who is:
  a) an officer; or
  b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982; or
  c) a warrant officer within the meaning of that Act

- Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practicing
- Accountants or the National Institute of Accountants
- Member of
  a) the Parliament of the Commonwealth; or
  b) the Parliament of a State; or
  c) a Territory legislature; or
  d) a local government authority of a State or Territory

- Minister of Religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
- Notary public
- Permanent employee of the Australian Postal Corporation with 5 or more years continuous service who is
  employed in an office supplying postal services to the public
- Permanent employee of:
  a) the Commonwealth or Commonwealth authority; or
  b) a State or Territory or State or Territory Authority; or
  c) a local government authority

with 5 or more years continuous service who is not specified elsewhere

- Person before whom a statutory declaration may be made under the laws of the State or territory in which the declaration is made.
- Police officer
- Registrar or Deputy Registrar of a court
- RSPCA Inspector
- Senior Executive Service Officer of
  a) the Commonwealth or Commonwealth authority; or
b) a State or Territory or of State or Territory authority

- Sheriff
- Sheriff's officer
- Teacher employed on a full time basis at a school or tertiary education institution.

---

FOR YOUR INFORMATION — THE COLLEGE HAS TWO COMMISSIONERS OF DECLARATIONS ON STAFF. THEY ARE LOCATED IN THE COLLEGE ADMIN BUILDING (MAIN OFFICE).