

SECTION 2: PROOF OF IDENTITY	PLEASE TICK
<p>When applying for a national police history check it is necessary for you to verify your identity in line with Australia's National Identity Security Strategy.</p> <p>To achieve this, you must at a minimum:</p> <ul style="list-style-type: none"> • provide four (4) documents • all four (4) documents cannot be drawn from a single category • it is strongly recommended to try and use a document from each category <p>In combination, your documents must include your full name, date of birth, and a photograph</p>	
Commencement of identity documents	
(a) full Australian birth certificate (not an extract or birth card)	<input type="radio"/>
(b) current Australian passport (not expired) + number	<input type="radio"/>
(c) Australian visa current at time of entry to Australia as a resident or tourist	<input type="radio"/>
(d) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services	<input type="radio"/>
(e) certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia	<input type="radio"/>
(f) document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes	<input type="radio"/>
(g) certificate of evidence of resident status .	<input type="radio"/>
Primary use in the community documents	
(a) current Australian drivers licence , learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed + number + state	<input type="radio"/>
(b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)	<input type="radio"/>
(c) current passport issued by a country other than Australia with a valid entry stamp or visa + number + issuing country	<input type="radio"/>
(d) 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	<input type="radio"/>
(e) current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence) + number	<input type="radio"/>
(f) for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.	<input type="radio"/>
Secondary use in the community documents	
(a) certificate of identity issued by DFAT	<input type="radio"/>
(b) document of identity issued by DFAT	<input type="radio"/>
(c) convention travel document secondary (United Nations) issued by DFAT	<input type="radio"/>
(d) foreign government issued documents (for example, drivers licence)	<input type="radio"/>
(e) Medicare card + number	<input type="radio"/>
(f) enrolment with the Australian Electoral Commission	<input type="radio"/>
(g) security guard or crowd control photo licence	<input type="radio"/>
(h) evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)	<input type="radio"/>
(i) consular photo identity card issued by DFAT	<input type="radio"/>
(j) photo identity card issued to an officer by a police force	<input type="radio"/>
(k) photo identity card issued by the Australian Defence Force	<input type="radio"/>
(l) photo identity card issued by the Australian Government or a state or territory government	<input type="radio"/>
(m) Aviation Security Identification Card	<input type="radio"/>
(n) Maritime Security Identification card	<input type="radio"/>
(o) credit reference check	<input type="radio"/>
(p) Australian tertiary student photo identity document	<input type="radio"/>
(q) Australian secondary student photo identity document	<input type="radio"/>
(r) certified academic transcript from an Australian university	<input type="radio"/>
(s) trusted referees report	<input type="radio"/>
(t) bank card	<input type="radio"/>
(u) credit card	<input type="radio"/>

Document type _____ Document no: _____

Document type _____ Document no: _____

Document type _____ Document no: _____

Document type _____ Document no: _____

IDs sighted by (Fullname): _____ Position: _____

Date IDs sighted: _____

Signature: _____ Department: _____



STAFF-IN-CONFIDENCE (WHEN COMPLETED)
NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)

Please note that it is an Australian Criminal Intelligence Commission (ACIC) requirement of fitzwork to link identity documents to you as an individual as a part of the application process. To do so, it may be necessary to require additional documents to be uploaded as well as make all enquiries necessary to satisfy this requirement.

fitzwork is required, and will report any suspicion of identity fraud detected on the platform to the relevant Australian Police Service and the ACIC. Applications must be made by the individual for whom the check is sought, or somebody authorised to make the application on the applicant's behalf (e.g. parent, legal guardian or authorised agent). The link between identity documents and the applicant must still be satisfied by fitzwork. Applicants are only required to provide identity documents for their primary name, not for any previously known names. If identity documents are provided using a former name (e.g. maiden name) evidence of the name change must be provided in addition to the minimum four (4) identity documents.

If you have a legitimate reason prohibiting you from meeting these verification of identity requirements, special provisions can be used to verify your identity. If this applies to you please go to <https://www.fitzwork.com.au/Documents/General/IdRequirements.pdf> , or click here.

SECTION 3: ACCREDITED AGENCY DETAILS

Accredited Agency (Legal Name)

Equifax Australasia Workforce Solutions Pty Ltd t/as fitzwork.com.au

ABN:

86 080 799 720

SECTION 4: AUTHORISATION TO DISCLOSE OF PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency named in Section 3 above? Yes No
If NO: I authorise the result of the national police history check to be forwarded/disclosed to the following employer/organisation:

Employer/Organisation (Legal Name):

Department of Fire and Emergency Services

ABN:

39 563 851 304

SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call center, Janitor at a school, Nurse in aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Purpose/Description of Duties

- ✓ Administration Officer, Aged Care Facility, Canberra ACT, Supervised contact with Vulnerable
- ✓ Plumber, domestic work sites, Albury NSW, Unsupervised contact with Vulnerable
- ✓ Liquor license, XYZ Bottle Shop, Bunbury WA, No contact with Vulnerable

HOW IS MY NATIONAL COORDINATED CRIMINAL HISTORY CHECK RESULT DETERMINED?

Police information is disclosed in accordance with applicable spent conviction 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.legislation.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 the accredited body or, if applicable, its legal entity customer, using the contact details on page 3 and tell them you want to dispute the result. The accredited body or its legal entity customer accepts and escalates all disputes.

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 the accredited body as soon as possible.