

SECTION 1: PERSONAL INFORMATION - Use **BLOCK LETTERS** and **black ink** to complete this form. Mark check boxes with an (X)

Where an applicant has a single name, please complete the "surname" section only. This also applies when completing the application on the f2w platform.

Given Name				Middle Name			
Surname							
Gender:	Male	Female	Unknown	Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>

Place of Birth (Required)

Suburb/Town	State	Country
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Current Residential Address (Required)

Unit No.	Street No.	Street	State	Postcode	Country
			I have lived at this address since	<input type="text"/>	<input type="text"/>

Additional Details

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

Previous names (if applicable)

Given Name				Middle Name			
Surname							
Type	Maiden	Previous	Alias	Date of Change	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Year Previous Address

Unit No.	Street No.	Street	Postcode	Country				
State	I lived at this address From	<input type="text"/>	<input type="text"/>	<input type="text"/>	I lived at this address To	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Year Previous Address

Unit No.	Street No.	Street	Postcode	Country				
State	I lived at this address From	<input type="text"/>	<input type="text"/>	<input type="text"/>	I lived at this address To	<input type="text"/>	<input type="text"/>	<input type="text"/>

SECTION 2: PROOF OF IDENTITY

When applying for a Nationally Coordinated Criminal History Check it is necessary for you to verify your identity in line with Australia's National Identity Security Strategy. To achieve this, you must at a minimum provide the below ID requirements needed for a Nationally Coordinated Criminal History Check:

- provide a minimum of three (3) documents
- provide one Commencement of identity document, one Primary use in the community document and one Secondary use in the community documents

In combination, your documents must include your full name, date of birth, and a photograph. If none of the documents contain a photo, you must submit a certified passport-style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Commencement of identity documents

1. Full **Australian Birth Certificate** issued by Australian Registry of Births, Deaths and Marriages (birth extract, birth card or commemorative certificates cannot be accepted)
2. current **Australian passport** (not expired)
3. **Australian visa** current at time of entry to Australia as a resident or tourist, with the supporting foreign passport provided as a primary document.
4. 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 enrol in services
5. **Australian Citizenship Certificate** (displaying name and date of birth)

Primary use in the community documents

1. current **Australian passport** (not expired)
2. current **Australian Driver Licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed. fit2work supports Digital Driver Licence
3. current **Passport** issued by a country other than Australia with a valid entry stamp or visa
4. **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 enrol in services
5. current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant and with a photo. Examples - a Police Force, or Australian Defence Force or an Australian Government agency photo identity card or an Australian university or tertiary institution photo identity card
6. for persons under 18 years of age with no other Primary Use in Community Document, a current student identification card with a signature or photo

Secondary use in the community documents

1. **certificate of identity** issued by DFAT
2. **document of identity** issued by DFAT
3. **convention travel document secondary** (United Nations) issued by DFAT
4. **Foreign government issued documents** showing a photo and the same name as claimed (for example a foreign drivers licence)
5. **Medicare card** (card only)
6. **enrolment with the Australian Electoral Commission** showing current address (evidence of state-based enrolment is not accepted)
7. **security guard or crowd control photo licence**
8. **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs - card only)
9. **consular photo identity card** issued by DFAT
10. **photo identity card** issued to an officer by a Police Force
11. **photo identity card** issued by the Australian Defence Force
12. **photo identity card** issued by the Australian Government or a state or territory government
13. **Aviation Security Identification Card** (issued by ASIC)
14. **Maritime Security Identification card** (issued by MSIC)
15. **Credit reference check** (issued by Equifax in the last 12 months showing all pages)
16. **Australian tertiary student photo identity document**
17. **Australian secondary student photo identity document**
18. Certified **academic transcript** from an Australian Secondary School, TAFE, University or Registered Training Organisation (certificates cannot be accepted, the transcript must show academic history and be signed/certified by the institute)
19. Authorised **referees report**
20. **bank card** (showing name, expiry date and signature)
21. **credit card** (showing name, expiry date and signature)
22. current **shooters or firearms licence** showing a signature and photo (minor/junior permit/licence not accepted. If issuing state is WA - please provide letter and card)

Please note that it is an Australian Criminal Intelligence Commission (ACIC) requirement of fit2work 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. fit2work 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 fit2work.

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 three (3) 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.fit2work.com.au/Documents/General/IdRequirements.pdf>.

SECTION 3: ACCREDITED ORGANISATION DETAILS

f2w is an Accredited Body under the NCCHC process and we are the entity processing your document for the purpose of an NCCHC. You can contact f2w for more information on the NCCHC process using the details below.

Accredited Organisation: Equifax Australasia Workforce Solutions Pty Limited t/a fit2work
ABN: 86 080 799 720
Accredited Body's Privacy Officer: Equifax Privacy Officer Locked Bag 965 North Sydney, NSW 2059

SECTION 4: EMPLOYER ORGANISATION

An Employer Organisation is the company that has requested for this check to be performed.

Please note that an employer/ordering organisation of an NCCHC check **MUST** complete this section before providing this form to an applicant to complete

Employer/Organisation:
ABN:
Address:
Phone Number

SECTION 5: THIRD PARTIES

Third Party is an organisation the Accredited Body is required by law to disclose your Personal Information and Police Information to.

Third Party 1

Legal name:
ABN:
Basis of Disclosure:

Third Party 2

Legal name:
ABN:
Basis of Disclosure:

SECTION 6: OFFSHORE TRANSFER ARRANGEMENT

Overseas entity (legal name):
Location (Country):

SECTION 7: EMPLOYMENT INFORMATION

- Acronyms **MUST NOT** be used
- Where check selected in section 8 is to be for a volunteer position, the position title **MUST** include the word "volunteer" and/or "volunteer unpaid" when completing on the f2w platform.
- If the check is for a student undertaking a compulsory vocational placement as a requirement for an Australian-based academic institution or training course, the title **MUST** state the specific role.

Position Title/Occupation
Place of Work/Name of the proposed employer
Location or Town of work
State or Territory of work

SECTION 8: CHECK TYPE AND CATEGORY

A. Check Type

When indicating the type of checks please follow the instructions below.

Please note that you may request a volunteer check if you

- a. Will hold a position or perform a role on a voluntary basis for charitable purposes which have a public benefit where you will not be an employee or contractor and will not be entitled to any salary or other entitlements associated with the position or role, other than payment of out of pocket expenses; or
- b. Are a student undertaking a compulsory unpaid vocational placement as part of a training course requirement from an Australian-based educational institution.

The volunteer check must not be selected for the Australian Government's Work for the Dole Scheme.

You must be able to validate the Not-for-Profit organisation and the volunteer position to support your selection of the volunteer type.

What is the check type? Standard Volunteer

B. Category of Check

The purpose of your NCCHC helps determine what Police Information is disclosed on your result. Available categories:

Employment – Paid or unpaid work. Unpaid work is when you are not paid however an employment type relationship exists, for example an internship or work experience.

Licence – Undertaking licensed or regulatory activities, such as applying for a gaming licence or for registration as a greyhound trainer.

Commonwealth – Engaged by the Commonwealth but residing outside of the ACT, for example being engaged by Services Australia but residing in WA.

Volunteer Probity - Representing yourself as a "fit and proper" person, such as, for a voluntary positions, memberships and not be entitled to a salary or any other entitlements associated with the position or role, other than payment of out of pocket expenses; or the Applicant is a student undertaking a compulsory vocational placement as requirement of an Australian-based academic institution or training course.

Employment Licence Commonwealth Volunteer Probity

SECTION 9: INFORMED CONSENT

Nationally Coordinated Criminal History Check

Where the Nationally Coordinated Criminal History Check applies, I,


hereby:

Given Names (Current)

Family Name(Current)

1. Acknowledge that I/the applicant am aware that I/the Applicant am providing consent for a Nationally Coordinated Criminal History Check to be conducted using all Personal Information provided in this form and in supplied identity documents.
2. Acknowledge that the Accredited Body is collecting information in this form to provide to the ACIC and police agencies, for a Nationally Coordinated Criminal History Check to be conducted for the purpose outlined in this form.
3. Give consent to the Police Information relating to me/the Applicant, being disclosed in accordance with the purpose identified in this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
4. Acknowledge that it is usual practice for my/the Applicant's Personal Information (including Personal 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)*.
5. Have fully and accurately completed this form, and the Personal Information I/the Applicant, have provided relates to me/the Applicant.
6. Acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents may be a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995 (Cth)*.
7. 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.
8. Give consent to the Accredited Body verifying the identity documents that I/the Applicant supplied using an Authoritative Source.
9. Give consent to the Accredited Body providing the document identifiers of the documents that I/the applicant supplied to the ACIC for the purpose of the ACIC using the DVS to verify my/the Applicant's identity documents.
10. Give consent to the ACIC using the document identifiers of the documents that I/the Applicant supplied to verify my/the Applicant's identity documents using the DVS.
11. Give consent to the ACIC and police agencies using and disclosing my/the Applicant's Personal Information that I/the Applicant, have provided in this form, Personal Information contained in my supplied identity documents and all other available Personal Information relating to me/the Applicant to conduct a Nationally Coordinated Criminal History Check.
12. Give consent to the ACIC disclosing the Police Information sourced from the police agencies to other approved bodies and Accredited Body.
13. Give consent to the Accredited Body disclosing my/the Applicant's Personal Information (including Police Information) to the Accredited Body's contractors for the purpose of conducting a Nationally Coordinated Criminal History Check.
14. Give consent to the Accredited Body disclosing to the Employer Organisation and Third Party of this form, my/the Applicant's Personal Information (including Police Information) to assess my/the Applicant's suitability for the purpose identified in this form and as required by Australian Law.
15. Give consent to the Accredited Body transferring my/the Applicant's Personal Information (including Police Information) outside Australia to the entity or entities as disclosed in this form under 'Offshore Transfer Arrangements' of this form, and my/the Applicant's Personal Information being transferred, supplied, accessed, disclosed, retained or stored in the country or countries named in this form.

SECTION 10: APPLICATION ACKNOWLEDGEMENT

Applicant's Signature:  _____

Date: / /

Parent/Guardian/Authorised Agent Consent - Where you are under 18 years of age, please provide consent from a parent /guardian.

 _____
Parent/Guardian/Authorised Agent Signature

Date: / /

Parent/Guardian/Authorised Agent
name printed in full

ATTACHMENT A: DISPUTE RESOLUTION PROCESS**HOW DO I DISPUTE MY RESULTS?**

If you do not agree with the results of your Nationally Coordinated Criminal History Check, you can raise a dispute with us.

RAISING A DISPUTE

If you are an applicant performing a Nationally Coordinated Criminal History Check at the request of an Employer Organisation, you have THREE (3) calendar days from the date of the email notifying you of your results to dispute.

If you do not dispute the results in that period, your results will be automatically released to the Employer Organisation.

PROCESS ON RAISING A DISPUTE

You are able to raise a dispute through the f2w platform by following the dispute lodgement process available to you when you log in.

This will require you to download and complete a dispute resolution form from the f2w platform. You will be able to upload and submit your dispute on the platform.

If you have any issues, please contact support@fit2work.com.au.

ATTACHMENT B : 9B9F5 @B: CFA5 HCB**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 employment, a position of trust or as required by legislation. A Nationally Coordinated Criminal History Check contains your Personal Information including any relevant Police Information about you according to the purpose of your Nationally Coordinated Criminal History Check.

HOW WILL MY INFORMATION BE USED?**Accredited Body**

fit2work is the Accredited Body using your Personal Information collected in the Application to request a Nationally Coordinated Criminal History Check and confirm your identity.

We may be required to disclose your information to a Third Party if required by law. If applicable, Third Parties will be listed.

We are required to advise you if an Offshore Transfer of your Personal Information or Police Information will occur, including to an Offshore Customer. If this applies, the legal name and location of the Offshore Customer will be disclosed.

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 us, fit2work, the Accredited Body.
- To update records held about you; and
- For law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*.

HOW IS MY NATIONALLY 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:

Commonwealth 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

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 may be 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 us as soon as possible.

ATTACHMENT B: GENERAL INFORMATION (continued)

HOW DO I DISPUTE MY RESULTS?

If you do not agree with the results of your Nationally Coordinated Criminal History Check, you can dispute the information.

Please see attachment A for the dispute resolution process and how to raise a dispute with fit2work.

TERMS USED IN THE FORM

Nationally Coordinated Criminal History Check - Describes both the checking process undertaken, and the result received by the Accredited Body.

You/the Applicant - Individual seeking a Nationally Coordinated Criminal History Check.

Accredited Body - Organisation accredited with the ACIC and responsible for submitting your Nationally Coordinated Criminal History Check.

Australian Criminal Intelligence Commission (ACIC) - Australian Government agency responsible for facilitating access to Nationally Coordinated Criminal History Checks.

Authoritative Source - Any repository which is an accurate and up-to-date source of information using best available information (such as a third-party identity service provider accredited to the required level of assurance).

Employer Organisation - Body or entity that engages the Accredited Body to use the Service for obtaining a Nationally Coordinated Criminal History Check for its own potential or existing Personnel.

Document Verification Service (DVS) - The national secure online system of that name, which enables authorised entities to electronically verify certain Evidence of Identity documents issued by a range of Australian, State and Territory government agencies.

Third Party - Organisation the Accredited Body 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.

Offshore Customer - Customer that is registered as a company in a country other than Australia, or that intends to undertake an Offshore Transfer in relation to an Applicant.

Offshore Transfer - Transfer, access, disclosure or holding of Personal Information or Police Information outside of Australia.

ATTACHMENT C: COLLECTION STATEMENT

You can find the fit2work collection statement on the link below:

<https://www.equifax.com.au/fit2work/sites/default/files/fit2work-collection-statement.pdf>

ATTACHMENT D: ADDITIONAL NAMES AND ADDRESSES

Previous names

Given Name				Middle Name								
Surname												
Type	Maiden	Previous	Alias	Date of Change	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Given Name				Middle Name								
Surname												
Type	Maiden	Previous	Alias	Date of Change	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Given Name				Middle Name								
Surname												
Type	Maiden	Previous	Alias	Date of Change	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

5 Year Previous Address

Unit No.	Street No.	Street				Country															
Suburb				Postcode				Country													
State				I lived at this address From	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	I lived at this address To	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit No.	Street No.	Street				Country															
Suburb				Postcode				Country													
State				I lived at this address From	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	I lived at this address To	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Unit No.	Street No.	Street				Country															
Suburb				Postcode				Country													
State				I lived at this address From	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	I lived at this address To	<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>