



TASMANIAN
CATHOLIC
education office

CONSENT TO CHECK AND RELEASE A NATIONAL POLICE CERTIFICATE

INSTRUCTIONS FOR COMPLETING APPLICATION FORM

- Form must be completed by applicant.
- Please use BLOCK LETTERS and complete in blue or black ink only.
- Complete all relevant sections on page 2 and 3 of the form.
- Sign and date the form and have your signature witnessed.
- You must copy and attach the required three (3) copies of proof of identity.
- You must include all relevant payment details.
- Volunteers: Individuals seeking placement with organisations with prior authorisation from Tasmania Police, may be eligible to receive a National Police Certificate at a concession rate.
 - Please contact the organisation concerned to determine whether you are eligible to receive this concession rate.
 - If applicable, have an authorised officer from the organisation complete the declaration of Volunteers Status on page 3.

BEFORE SUBMITTING YOUR FORM:

- Have you selected a box in section 2?
- Have you attached required ID?
- Have you included payment details if required?
- Have you completed section 7?

INCOMPLETE FORMS WILL BE RETURNED TO THE SCHOOL

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.

SECTION 1: APPLICANT INFORMATION

Family Name: _____

First Given Name: _____ Other Given Names: _____

All previous or alternative 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 Attention of / Organisation Name: _____

PO Box / Organisation Street Address: _____

Suburb / Town: State: _____ Postcode: _____

Drivers Licence No. & Issuing State: _____ Business Hours Telephone Number: _____

SECTION 2: TYPE OF POLICE RECORD CHECK REQUIRED / FEES

Volunteer \$5.00

National Police Record Check \$40.00

SECTION 3: PURPOSE OF RECORD CHECK

EDUCATION STAFF

SECTION 4: EVIDENCE OF IDENTITY (copies must be attached to your application)

Tasmania Police requires applicants requesting both Tasmania Police Record Checks and National Police Record Checks to provide evidence of identity. No police record will be released without evidence of identity being provided. Please provide COPIES ONLY of the required documentation. Original documents will not be accepted. Please attach a copy of any three (3) of the following documents to your application:

ACCEPTABLE FORMS OF IDENTITY

Passport

Driver Licence

Birth Certificate

Marriage Certificate

Citizenship Certificate

Immigration Documents (Visa)

Tertiary Student ID Card

Firearms Licence

Service Tasmania Proof of Age Card

Private Health Fund Card / Medicare Card

Pensioner Health or Concession Card

Security Guard / Crowd Controller Licence

Utility Account-Electricity, Gas or Telephone

Membership Card for Union or Professional Body

Rates Notice

SECTION 5: PAYMENT OPTIONS / FEES

PAYMENT METHODS

CHEQUE OR MONEY ORDER - Please attach your cheque or money order to this form.

Cheques should be made payable to the "Department of Police"

CREDIT CARD - Payment can also be made by completing the following credit card authorisation:

Card No. _____ Expiry Date . __ / __

Name of Cardholder _____ Signature . _____

VISA Master Card

RECEIPTS: Receipts for payment will only be provided upon prior request.

Please tick the box if you require a receipt.

SECTION 6: DECLARATION OF VOLUNTEER / CONCESSION STATUS

I declare that the applicant named on this form will be undertaking voluntary work for this organisation and they will receive no payment for their services.

NAME OF ORGANISATION: TASMANIAN CATHOLIC EDUCATION OFFICE

Signature of Authorised Officer: *per* _____

Printed name of Authorised Officer: _____ JOHN PACCONI

Date: __ / __

SECTION 7: STATEMENT OF CONSENT AND IDENTITY

I hereby consent to a check of the records of Tasmania Police or other Australian police jurisdictions as requested above, and to the release of police records recorded against my name. In consideration of Tasmania Police releasing police records, I hereby indemnify the services of the CrimTrac Agency, other police jurisdictions and the State of Tasmania, its servants and agents including all members of the Department of Police and Emergency Management, against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever that may be brought or made against it or them by anybody or person by reason of, or arising out of, the release of police records recorded against my name or purporting to either relate to or concern me.

Signature of Applicant: _____ Signature of Witness: _____

Printed Name of Applicant: _____ Printed Name of Witness: _____

Date: __ / __

Date: __ / __

OFFICE USE ONLY

NSS NUMBER _____ RECEIPT NUMBER _____ AMOUNT: \$ _____ ID VERIFIED (INITIAL): _____