



Application for National Criminal History Record Check: Standard disclosure

Please complete this form in black/blue ink using CAPITAL LETTERS. Mark appropriate answers with a cross (X)

A. APPLICANT DETAILS:

Family Name	Contact Telephone

Given Names

Previous/Alias Family Name 1 (if applicable)	Previous/Alias Given Names 1

Previous/Alias Family Name 2 (if applicable)	Previous/Alias Given Names 2

Previous/Alias Family Name 3 (if applicable)	Previous/Alias Given Names 3

Male	Female	Date of Birth	<div style="display: flex; justify-content: space-around;"> ddmmyyyy </div>
<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid black; width: 100px; height: 20px;"></div>	

Place of Birth (State)	Place of Birth (Town/City)

Place of Birth (Country)	

Current Residential Address

Street			
Suburb	State	Postcode	

Previous Residential Address

Street			
Suburb	State	Postcode	

Email

Proof of Identity - Three (3) forms of identification must be listed (please refer to page 2 for acceptable forms of ID)

Driver's Licence No		Issuing State	
Alternate ID 1 Type		ID Number	
Alternate ID 2 Type		ID Number	
Alternate ID 3 Type		ID Number	

B. PURPOSE OF CHECK

Name and date of birth check
 Name, date of birth and fingerprint check

Licensing

Specify details (e.g. type of employment, licence or visa issuing country)

SAFEWORK NSW LICENSING

C. CONSENT: I certify that I am the applicant herein and that all the details that I have provided herein are true and correct and that I have not omitted any previous names or aliases that I have used in the past and I hereby give my consent and direction as to disclosure of information in accordance with the terms set out on page 2 (Instructions for Applicants).

Name and address of person or organisation to whom National Police Certificate is to be sent:

Name	MANAGER – CSC OPERATIONS – LICENSING		
Street	SAFEWORK NSW – LOCKED BAG 2906		
Suburb	State	Postcode	
	NSW	2252	

Applicant's Signature ← **SIGN HERE** **Date** / / **20**

D. OFFICIAL USE ONLY (Registered organisations please complete Questions 1-7, Police Force personnel complete Questions 1-9)

<input checked="" type="checkbox"/> 1. ID Confirmed	2. Check Category <input type="checkbox"/> D	3. Date 0 0 / 0 0 / 0 0 0 0	4. Cost Centre/ Org No. 4 0 0 0 0 5
5. Fee Category <input checked="" type="checkbox"/> Government			
6. Station/Organisation S A F E W O R K N S W		7. Staff No. 	
8. Amount Collected \$ 0 0 . 0 0		9. Receipt No. 	

Please refer to Form: EXP-UHL (Application for Security Clearance) available from SafeWork NSW for lodgement instructions

INSTRUCTIONS FOR APPLICANTS

- Complete the appropriate National Probity Assessment application form as outlined below:
 - Form P 877 (Standard Disclosure) for employment and licensing purposes with no exemption from NSW Criminal Records Act 1991 (e.g. SafeWork NSW explosives licences).
 - Form P878 (Full Disclosure) for employment or licensing purposes with exemption from the NSW Criminal Records Act 1991.
- Write in blue or black ink using BLOCK LETTERS. Place one character in each marked space leaving a space between words.

Section A: APPLICANT DETAILS

Provide the following details in the spaces provided:

- Full name (including middle name), date of birth and gender.
- Country of Birth (if the Country of Birth is Australia then the Suburb/Town and State must also be provided).
- All previous names or aliases by which you are or have formerly been known, including maiden name.
- Details of your current and previous residential address.
- Details of identification types that confirm your identity.

Applicants must list three (3) types of acceptable identification from the list below. Identification must not be expired and should include at least one type of photographic ID and identification that contains a signature and date of birth. Applicants must record in the space provided the identification type and number (if applicable). Acceptable types of identification are:

- Passport
- Drivers Licence
- Certificate of Marriage or Change of Name
- Govt. issued ID card
- Birth Certificate
- Citizenship Certificate
- Medicare / Private health care card
- Credit card
- Tertiary student ID
- Union/Professional membership card
- Senior Citizens / Govt concession card
- Rates notice
- Govt. issued license
- Employee ID card with photograph
- Utility account (eg electricity, gas, telephone)
- Govt. Proof of age card

Section B: PURPOSE OF CHECK

Applicants must:

- Select the **name and date of birth check** box OR
- Select the **name, date of birth and fingerprint check** box if required for a type of licence, permit or category of employment that is authorised by the NSW Police Force to conduct fingerprint checks.
- Indicate whether the check is for licensing or employment purposes.
- Provide specific details of the purpose of the check. For example checks for licensing purposes must include the type or category of license (eg explosives license, Security Clearance). Please refer to licensing body for specific details.

Section C: CONSENT

Applicants MUST complete and sign the consent section. By completing the Consent section, the applicant agrees to the following: "I hereby consent and do request the NSW Police Force and other Australian law enforcement agencies (police agencies) to release, to the person or organisation specified herein, information held by any of them regarding any convictions, findings of guilt, either with or without conviction, and any matters still outstanding against me and any other matters deemed relevant which are recorded against me, whether in my current name or a previous name (hereinafter referred to as 'Such Information').

In consideration of carrying out my request, I hereby release and agree to fully indemnify officers of the CrimTrac Agency, other Australian law enforcement agencies police agencies and the State of New South Wales, its servants and agents including all members of the NSW Police Force against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by me or by any body or person by reason of or arising out of the release of Such Information.

I acknowledge that any information obtained as part of the national criminal history record check may be used by Australian police agencies for law enforcement purposes; including the investigation of any outstanding criminal offences."

Note: Applicants must specify in the consent section the name and address of the individual or organisation to whom the National Police Certificate is to be released. No copies of the National Police Certificate will be issued.

Section D: OFFICIAL USE ONLY

1. Place cross in "ID confirmed" box after sighting three (3) acceptable types of identification as specified above.
2. Ensure the applicant has completed the correct application form.
 - Form P 877 (Standard Disclosure) for employment and licensing purposes with no exemption from *NSW Criminal Records Act 1991* (e.g. SafeWork NSW explosives licences).
 - Form P878 (Full Disclosure) for employment or licensing purposes with exemption from the NSW Criminal Records Act 1991.
3. Record the date the application was processed.
4. Record the Registered Organisation account code or if processed by NSW Police Force the police station cost centre number.
5. Select the appropriate Fee Category. Applications for government licenses should select "government".
6. Record the name of the Registered Organisation or Police Station at which the application was processed.
7. Record the registered number, employee number or personnel number of the staff member processing the application.

Items 8-9 must also be completed by NSW Police Force personnel when processed via a police station

8. Record the fee collected from the applicant. Current fees are listed in the NSW Police Force User Fees and Charges Schedule.
9. Record the receipt number issued to the applicant.