



# Application and Informed Consent Form for a Nationally Coordinated Criminal History Check

## Information about this form

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### Terms used in this form

**Nationally coordinated criminal history check (criminal history check)** means both the checking process undertaken by the ACIC and police, and the result received by the accredited body.

**You/the applicant** means the individual seeking a criminal history check.

**Accredited body** means the **Australian Attorney-General's Department (Attorney-General's Department)** as the organisation accredited with the ACIC and responsible for submitting your criminal history check.

**Australian Criminal Intelligence Commission (ACIC)** is the Australian Government agency responsible for facilitating access to criminal history checks.

**Personal information** means information about you, including any information contained in your identity documents.

**Police information** means information released as part of a criminal history check.

### Who completes this form?

You are required to provide your personal details and informed consent to complete this form. You must also provide your identity documents, as detailed in 'Documents required'. You are completing this form to obtain a criminal history check. The Attorney-General's Department pre-populates this form with information in these sections: How to submit this form, Contact details, question B1, question B2 and question C1.

### What is a criminal history check?

A criminal history check is conducted with your informed consent to determine your suitability for employment, a position of trust or as required by legislation. It contains your personal information, and any relevant police information about you, according to the purpose of your criminal history check.

## Privacy notice

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### How will my information be used?

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 the Attorney-General's Department
- to update records held about you, and
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002 (Cth)*.

The Attorney-General's Department uses the personal information collected in this form to request a criminal history check and to assure itself of your identity. You can contact the department for more information on how they handle your personal information using the contact details at the end of this section.

### How is my national coordinated criminal history check result determined?

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Police information is disclosed in accordance with applicable Australian Government and state and territory government spent conviction laws and information release policies. These links may help you source further information:

- Australian Government [www.legislation.gov.au](http://www.legislation.gov.au)
- Australian Capital Territory [www.legislation.act.gov.au](http://www.legislation.act.gov.au)
- New South Wales [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)
- Northern Territory [www.legislation.nt.gov.au](http://www.legislation.nt.gov.au)
- Queensland [www.legislation.qld.gov.au](http://www.legislation.qld.gov.au)
- South Australia [www.legislation.sa.gov.au](http://www.legislation.sa.gov.au)
- Tasmania [www.thelaw.tas.gov.au](http://www.thelaw.tas.gov.au)
- Victoria [www.police.vic.gov.au](http://www.police.vic.gov.au)
- Western Australia [www.legislation.wa.gov.au](http://www.legislation.wa.gov.au)

## How do I dispute my result?

If you do not agree with the results of your criminal history check, contact the Attorney-General's Department. The department 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.

## Documents required

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### Minimum identity requirements

You must provide four documents with your completed form to confirm your identity:

- one commencement of identity document to confirm your birth in Australia or arrival in Australia
- one primary use in the community document to show the use of your identity in the community, and
- two secondary use in the community documents.

The Attorney-General's Department will use these documents to verify your identity against the personal information you have provided on this form. The personal information contained in the identity documents you provide will be used to conduct a criminal history check, as you consent to in Section C.

The documentation you provide must include evidence of your full name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993 (Cth)* can be accepted in addition to the four required documents.

### Certified identity documents

Only correctly certified copies of your identity documents will be accepted for criminal history checks. You are required to prove a link between your identity and at least one of the documents which evidence your date of birth and contain a photo of you. The person certifying your documents will need to include words similar too: **"This is a true copy of the original documents sighted by me and is a true representation of the person presenting the documents"**.

### Commencement documents (one of the following required)

- Full Australian birth certificate (not an extract or birth card)
- current Australian passport (not expired)
- Australian visa current at time of entry to Australia as a resident or tourist \*
- 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
- certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes, and
- certificate of evidence of resident status.

\* A Visa Entitlement Verification Online (VEVO) record may be provided.

### Primary documents (one of the following is required)

- 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
- Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- current passport issued by a country other than Australia with a valid entry stamp or visa
- 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
- current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence), and
- 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.

**Secondary documents (two of the following are required)**

- Certificate of identity issued by DFAT
- document of identity issued by DFAT
- convention travel document secondary (United Nations) issued by DFAT
- foreign government issued documents (for example, drivers licence)
- Medicare card
- enrolment with the Australian Electoral Commission
- security guard or crowd control photo licence
- evidence of right to an Australian government benefit (Centrelink or Veterans' Affairs)
- consular photo identity card issued by DFAT
- photo identity card issued to an officer by a police force
- photo identity card issued by the Australian Defence Force
- photo identity card issued by the Australian Government or a state or territory government
- Aviation Security Identification Card
- Maritime Security Identification Card
- credit reference check
- Australian tertiary student photo identity document
- Australian secondary student photo identity document
- certified academic transcript from an Australian university
- trusted referees report
- bank card, and
- credit card.

**Names**

All names under which you have been or are currently known will be included on the criminal history check. If you are concerned about the disclosure of details relating to your previous known names, please contact the Attorney-General's Department.

**Change of name**

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by Australian Registries of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. Church or celebrant-issued certificates are not accepted.

**Special provisions for proof of identity**

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact the Attorney-General's Department which will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

**How to submit this form**

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**Contact details of accredited body**

Before submitting this form, ensure all sections are complete and that you have signed and dated the form.

You can contact the Attorney-General's Department for more information on the criminal history check process, how your personal information is handled and how you can dispute your result.

Submit your completed form and identity documents:

- via the marriage celebrants portal - <https://marriage.ag.gov.au/mcportal> (this is our preferred option)  
OR
- by post to:  
Marriage Law and Celebrants Section  
Australian Attorney-General's Department  
3-5 National Circuit  
BARTON ACT 2607  
OR
- by email to [marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au).

For telephone enquiries, please call 1800 550 343 Mon-Fri 10.00-13.00 and 14.00-17.00.

## Section A – Personal information

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### A1. Name

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names. With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

*Example:* When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community. As such, Lucianne has four known names—her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

Current name: Smith, Lucianne Jane                      Maiden name: Jones, Lucianne Jane  
Alias name: Smith, Lucy Jane                              Previous name: Jones, Lucy Jane

#### **Primary name**

Family name	
First given name(s)	
Other given name(s)	

#### **Previous known name (if applicable)**

Family name	
First given name(s)	
Other given name(s)	

Name type:     Maiden         Alias         Previous

If more room is required, please list on a separate sheet, sign and attach to this form.

#### **Additional sheet attached?**

Yes         No

### A2. Gender

You must select the gender that best describes how you identify yourself within the community. The gender details that you submit as part of your criminal history check will be the gender that appears on the check result. (This form uses the ACIC's language on gender for screening purposes. The ACIC's processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender*. For more information, contact the ACIC directly on 02 6268 7900 or [npcs@acic.gov.au](mailto:npcs@acic.gov.au).)

#### **Your gender**

- Male  
 Female  
 Indeterminate/ intersex/ unspecified

### A3. Date and place of birth

If you cannot provide all of these details, contact the Attorney-General's Department.

#### **Your date of birth**

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#### **Your place of birth**

Suburb/town	
State/territory	
Country	

#### A4. Address

Provide your current and previous residential addresses for the past five years. If you cannot provide full details, please contact the Attorney-General's Department.

##### **Current residential address**

Street address			
Suburb/town			
State/territory		Postcode	
Country			

##### **Date from which you have resided at this address**

From	
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##### **Previous residential address 1**

Street address			
Suburb/town			
State/territory		Postcode	
Country			

##### **Dates you resided at this address**

From	
To	

##### **Previous residential address 2**

Street address			
Suburb/town			
State/territory		Postcode	
Country			

##### **Dates you resided at this address**

From	
To	

##### **Previous residential address 3**

Street address			
Suburb/town			
State/territory		Postcode	
Country			

##### **Dates you resided at this address**

From	
To	

If more room is required, please list on a separate sheet, sign and attach to this form.

##### **Additional sheet attached?**

Yes       No

### A5. Licence and passport information (as applicable)

If you have an Australian driver's licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence. If you have a foreign driver's licence and/or a firearm licence you must provide the licence number and the country that issued your licence. If you have a passport, you must provide the passport number and the country that issued your passport.

Driver's licence number (if applicable)

Issued by (state/territory/foreign country)

Firearm licence number (if applicable)

Issued by (state/territory)

Passport number (if applicable)

Issued by (country)

## Section B – Nationally coordinated criminal history check

### B1. Application for a standard criminal history check

By placing a mark (e.g. a tick, cross or other mark) in the following box, you acknowledge that you are applying for a standard criminal history check as a part of your application for registration as a Commonwealth marriage celebrant.

I am applying for a standard criminal history check

### B2. Purpose of the criminal history check

The purpose for your criminal history check helps determine what police information is disclosed on your result.

Your position title	Marriage celebrant
Proposed place of work	Self-employed
Location of your work	Australia

### B3. Working with vulnerable groups

The ACIC needs to know whether or not you will have supervised or unsupervised contact with vulnerable groups in your role as a marriage celebrant:

- **Vulnerable groups** means a child; or an adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect.
- **Contact** means direct or indirect face-to-face contact, phone contact or any type of communication over the internet.
- **Supervision** means in the presence of an adult who is responsible for the safety or care of the vulnerable person.
- **Unsupervised** means you will not be in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Please select the statement that best describes the degree of contact you may have with vulnerable groups in the role you are applying for.

By way of guidance only for aspiring celebrants, the Marriage Law and Celebrants Section typically receives applications where no contact with vulnerable people is reasonably anticipated for the purposes of completing and submitting this form. However, if you expect your role to be different, please provide your answer as is appropriate in your own anticipated circumstances:<sup>1</sup>

- Supervised contact with vulnerable people
- Unsupervised contact with vulnerable people
- No contact with vulnerable people

<sup>1</sup> If your answer involves having supervised or unsupervised contact with children, you will need to apply separately for the relevant working with vulnerable people clearance(s) in your state or territory. The Attorney-General's Department is not involved in these processes.

## Section C – Informed consent

### What is informed consent?

Your informed consent is needed before the Attorney-General's Department can request a criminal history check for you. Your informed consent means you:

- have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed, and
- provide permission for the Attorney-General's Department to request a criminal history check on your behalf.

### How do I provide my informed consent?

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in question C2 and, if required, get clarification from the Attorney-General's Department to ensure complete understanding. You must then sign and date this form at C2 to give your informed consent.

### C1. Organisations to whom the applicant's personal and police information will be disclosed

Question C1 provides the details of the organisation to whom your personal and police information will be disclosed. In question C2, you will provide your informed consent for your personal and police information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and the Attorney-General's Department.

#### Accredited Body (legal name)

Australian Attorney-General's Department

#### ABN

92661124436

#### Address

3-5 National Circuit, Barton ACT 2607

#### Preferred contact details

[marriagecelebrantssection@ag.gov.au](mailto:marriagecelebrantssection@ag.gov.au)

### C2. Applicant's informed consent to submit a nationally coordinated criminal history check

You must provide your name, read each statement carefully and then print your name, sign and date to provide your informed consent.

I,

#### Family name

#### First given name(s)

#### Other given name(s)

1. Acknowledge that I understand the information on this form.
2. Acknowledge that the Attorney-General's Department is collecting information in this form to provide to the ACIC and police agencies, for a criminal history check to be conducted for the purpose outlined in Section B of this form.
3. Have fully and accurately completed this form, and the personal information I have provided relates to me, and contains the full name and all names previously used by me.
4. Acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995 (Cth)*.
5. Acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my risk and I am aware of the consequences of sending information in these ways.
6. Acknowledge that I am aware that I am providing consent for a criminal history check to be conducted using all personal information provided in this form and provided in supplied identity documents.

7. Understand and consent to police information relating to me being disclosed in accordance with the purpose identified in Section B of this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
8. Give consent to the ACIC:
  - a) and police agencies using and disclosing my personal information that I have provided in this form and personal information contained in my supplied identity documents to conduct a criminal history check; and
  - b) disclosing the police information sourced from the police agencies to the Attorney-General's Department.
9. Acknowledge that it is usual practice for my personal information and police 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)*.
10. Acknowledge that if an adverse result is returned, I will be contacted in writing with the option to dispute the result.

**Applicant (insert full name)**

**Signature (may be electronic)**

**Date form is signed**

## Section D – Office use only

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### Accredited body declaration

#### D1. Category for this application

#### D2. Declaration

The Attorney-General's Department declares that:

- The correct check type has been selected for this check and we have verified the legitimacy of this claim.
- It is satisfied as to the applicant's identity and has verified the linkage between the Applicant and the claimed identity.

**Staff member (insert full name)**

**Signature (may be electronic)**

**Date form is signed**