



Screening and Authority- Informed Consent Form

It is the policy and practice of The Uniting Church in Australia Property Trust (S.A.) (Uniting Church SA) that "all persons who have a responsibility through their role within the Church (whether paid or voluntary) and/or have the potential to have one to one contact with children, youth and vulnerable people" undergo a Screening and Authority process. An integral part of this process is completing a Screening and Authority - Informed Consent form to enable access to police history information.

It is essential that this check is completed **before** authority is given to proceed with a designated role by the relevant council/body of the Church. The Uniting Church SA is accredited with and permitted by the Australian Criminal Intelligence Commission (ACIC) to access the National Police Checking Service (NPCS) in order to carry out National Police History Checks of employees and volunteers. These are processed through the Uniting Church SA Screening Services Unit.

How to apply:

1. Save this Application Form to your computer.
2. Fill in all sections, print off and sign (*both the Applicant and the ID Witness must sign*).
3. Or, print a blank form and complete using BLOCK LETTERS and black ink.
4. Mark any check boxes with an .

Lodging your application:

Send the **completed, witnessed, original** Application form to:
Screening Services Unit, Uniting Church SA, GPO Box 2145, Adelaide SA 5001

All contact concerning the application should be directed to the Screening Services Unit on 08 8236 4282 or by email to ssu@sa.uca.org.au.

FAQ: How long is the check valid for & what can it be used for?

The check is valid for three years and is to be used only for the approval of a ministry, voluntary or employment role within the Uniting Church SA unless statutory obligations require otherwise.

Personal Contact Details are recorded and stored so that a reminder notification may sent out before the current check expires.

All information provided is managed and stored in accordance with the Uniting Church SA Privacy Policy and Privacy Manual which can be viewed on the Uniting Church SA website.

FAQ: How long does the process take?

Processing can take up to six weeks, depending on whether information from other police jurisdictions is sought.

Please allow sufficient time, in advance of a specific event or deadline, for your application to be processed.

Incomplete Forms will be returned to the Applicant.

FAQ: What is the cost of a check?

Volunteer check: **No Cost** - The cost is funded by the South Australian Government and supported by the Uniting Church SA.

Employee or Other check: **\$35.00** (GST inclusive). May be paid by employer. Please attach cheque, payable to 'UCSA', or contact Screening Services Unit for alternative payment methods.

we seek to be an innovative, growing church proclaiming Jesus Christ, empowered by the Spirit to transform God's world



Receiving results from the police history information:

CLEAR – a confirmation letter is issued to the Applicant and contains the expiry date of the check and a unique UCA Reference ID.

ISSUE notified – where Police History information is received, the Applicant may be contacted to verify this, where it may cause an adverse decision. This provides the opportunity to dispute the accuracy of the check results in whole or in part, or to detail any mitigating circumstances. The existence of a police record does not automatically mean that the Applicant will be considered unsuitable for the role indicated on their application.

NOT RELEVANT - if the reported information is deemed not relevant to the role/position, a letter of confirmation is issued to the Applicant and contains the expiry date of the check and a unique UCA Reference ID.

RELEVANT – if the reported information is deemed relevant to the role/position, the Applicant may choose to proceed with or withdraw their application.

The choice to proceed will entail discussions between the Applicant, the General Secretary of the Uniting Church SA or delegate, the Minister (or person providing pastoral support) and any other person that the General Secretary deems necessary. The decision from these discussions will be either:

- that the Applicant be informed they may continue in limited areas or under supervision. A letter outlining the agreement will be issued by the General Secretary or delegate; or
- that the Applicant be informed that it would be inappropriate to proceed with the application process. A letter confirming this will be issued by the General Secretary or delegate.

Regardless of the decision, the Uniting Church SA will always endeavour to provide continuing care for all. Ongoing support and the opportunity to follow up on any issues arising from this process are offered. Any concerns regarding treatment during this process should be addressed in writing to:

The Executive Officer, Pastoral Relations, Uniting Church SA, GPO Box 2145, Adelaide SA 5001

07/2016

Please discard this cover page before sending form to Screening Services.

INFORMED CONSENT FORM

NATIONAL POLICE CHECKING SERVICE



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SECTION 1: PERSONAL INFORMATION

Please select appropriate box only:

Employee Contractor/Consultant Volunteer Individual Other (Please specify)

Is this a renewal check? Yes No

Names by which I am, or have been, known

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

Additional sheet included? Yes No

Surname (Primary) First Middle

Surname First Middle
 Maiden Alias Previous

Surname First Middle
 Maiden Alias Previous

Date of birth / /
dd mm yyyy Sex Male Female Unspecified

Place of birth

Suburb/Town State/Territory

Country

Permanent address(es) over the last five years

If more room is required, list on a separate sheet, sign and attach the sheet to this form. If full details are unavailable, include as much information as possible. This should include residency outside Australia during the last five years.

Additional sheet included? Yes No

Current Residential Address

Number/Street
Suburb/Town State/Territory Postcode

Period of residence

/ / to / /
Country

Postal Address (if applicable)

Number/Street
Suburb/Town State/Territory Postcode

Period of residence

/ / to / /
Country

Previous Residential Address (if applicable)

Number/Street
Suburb/Town State/Territory Postcode

Period of residence

/ / to / /
Country

Contact details

Phone Home Work Mobile

Email

Other details (if presented as identification in section 2)

Australian driver's licence no. Issued by
Firearms licence no. Issued by

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SECTION 2: PROOF OF IDENTITY

Documents must be selected from the list below

When applying for a National Police History Check, you must provide proof of your identity with this form (see Minimum Identity Requirements below). All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993".

Change of Name

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver's licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in section 1 of this form.

Minimum Identity Requirements

You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth);
- the combination of documents supplied should, as a **minimum equal a total of 100 points**;
- and evidence of your full name and date of birth.

Document – Please present your original personal identity documents to a delegated representative of the Uniting Church SA (eg Minister, employee, or Church Council member). Please tick which documents provided.	Points Scored
<p>Category A—Each document is worth 70 points</p> <p><input type="checkbox"/> Birth Certificate</p> <p><input type="checkbox"/> Australian Passport (current, or expired within the previous two years, but not cancelled)</p> <p><input type="checkbox"/> Australian Citizenship Certificate</p> <p><input type="checkbox"/> International Passport (current, or expired within the previous two years, but not cancelled)</p> <p><input type="checkbox"/> Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)</p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>Category B—The first document is worth 40 points and each additional document is worth 25 points</p> <p><input type="checkbox"/> Current Licence or Permit (Government Issued)</p> <p><input type="checkbox"/> Working With Children/Teachers Registration Card</p> <p><input type="checkbox"/> Aviation Security Identification Card/Maritime Security Identification Card</p> <p><input type="checkbox"/> Public Employee Photo ID Card (Government Issued)</p> <p><input type="checkbox"/> Department of Veterans' Affairs Card</p> <p><input type="checkbox"/> Centrelink Pensioner Concession Card or Health Care Card</p> <p><input type="checkbox"/> Current Tertiary Education Institution Photo ID</p> <p><input type="checkbox"/> Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months)</p>	<input style="width: 50px; height: 20px;" type="text"/>
<p>Category C—Each document is worth 25 points</p> <p><input type="checkbox"/> Birth Extract</p> <p><input type="checkbox"/> Foreign/International Drivers Licence</p> <p><input type="checkbox"/> Proof of Age Card (Government Issued)</p> <p><input type="checkbox"/> Medicare Card/Private Health Care Card</p> <p><input type="checkbox"/> Council Rates Notice</p> <p><input type="checkbox"/> Property Lease/Rental Agreement</p> <p><input type="checkbox"/> Property Insurance Papers</p> <p><input type="checkbox"/> Australian Tax Office Assessment</p> <p><input type="checkbox"/> Superannuation Statement</p> <p><input type="checkbox"/> Seniors Card</p> <p><input type="checkbox"/> Electoral Roll Registration</p> <p><input type="checkbox"/> Motor Vehicle Registration or Insurance Documents</p> <p><input type="checkbox"/> Professional or Trade Association Card</p> <p>If relied upon, the following documents must be from different organisations:</p> <p><input type="checkbox"/> Utility Bills (e.g. Telephone, Gas, Electricity, Water)</p> <p><input type="checkbox"/> Credit/Debit Card</p> <p><input type="checkbox"/> Bank Statement/Passbook</p>	<input style="width: 50px; height: 20px;" type="text"/>

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SPECIAL PROVISIONS ONLY TO BE USED IF MINIMUM IDENTITY REQUIREMENTS ABOVE CANNOT BE MET			
Applicant Category	Document	Points Value	Points Scored
Recent Arrival - have been in Australia for 6 weeks or less	Current passport and proof of date of arrival	100	<input type="text"/>
Aboriginal people, Torres Strait Islander people or resident in a remote area/community	Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document	100	<input type="text"/>
Child under 18	Please provide one of the following documents: <input type="checkbox"/> Birth Certificate/Birth Extract <input type="checkbox"/> Australian Passport (current, or expired within the previous two years, but not cancelled) <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> International Passport (current, or expired within the previous two years, but not cancelled) <input type="checkbox"/> Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature) <input type="checkbox"/> Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (statement must be on the institution's letterhead)	100	<input type="text"/>
TOTAL POINTS			
		Total points scored	<input type="text"/>
VERIFICATION OF IDENTITY DOCUMENTS			
NOTE: To be completed by the delegated representative of the Uniting Church SA (which is an Accredited Agency as defined in the Australian Criminal Intelligence Commission Terms of Service).			
I declare that I have sighted the Applicant's original or certified true copy of documents and that the Applicant has met the Minimum Identity Requirements (100 points) above. I am satisfied as to the correctness of the Applicant's identity.			
Signature <input type="text"/>		Printed name and position in UCSA <input type="text"/>	
Date <input type="text"/> / <input type="text"/> / <input type="text"/>			

SECTION 3: ACCREDITED ORGANISATION DETAILS

Accredited Organisation (Legal name) ABN

Address

SECTION 4: ACCREDITED ORGANISATION NOTES (OFFICE USE ONLY)

Notes

SECTION 5: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the National Police History Check to be forwarded/disclosed only to the Accredited Organisation 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 to assess my suitability:

Employer/Organisation (Legal name) ABN

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SECTION 6: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of the purpose for which the check is required. Such as relevant position/role, place of work and whether you have contact with vulnerable groups e.g. Sunday School teacher at Congregation, catering volunteer at SAYCO, driver at KCO, Op Shop employee

Purpose /Place

SECTION 7: GENERAL INFORMATION

General information

Australian Criminal Intelligence Commission (ACIC) is collecting your personal information in this form in order to conduct a National Police History Check (NPHC) on you. It does this through a contractual arrangement with the Accredited Organisation named at Section 3. ACIC has contractual arrangements with its Accredited Organisations to collect personal information on its behalf to support processes assessing the suitability of people applying for employment, Australian citizenship, appointment to positions of trust, volunteer service or for various licensing or registration schemes. Accredited Organisations and their customers (such as employers) use the personal information collected on this form and the resulting NPHC as part of their assessment process to determine your application. Some Accredited Organisations have a legislative basis for the collection, use and disclosure of your personal information.

ACIC recommends that you seek further information about any relevant/applicable legislative framework from the Accredited Organisation.

In some circumstances Accredited Organisations may have arrangements with overseas entities for administrative or other purposes. ACIC recommends that you seek further information from the Accredited Organisation at Section 3 in circumstances where your information is likely to be disclosed to overseas recipients.

Unless statutory obligations require otherwise, the information provided on this form will not be used without your prior consent for any purpose other than in relation to the assessment of your suitability; or to maintain the records of ACIC and police agencies; or for law enforcement purposes. You will be required to complete another consent form for any future NPHCs.

National Police History Check (NPHC)

Information on this form will be used by ACIC and police agencies for checking action; it will also be used to update records held about you by ACIC and police agencies.

ACIC and police agencies will access their records to obtain and disclose Police History Information (PHI) that relates to you to:

- the Accredited Organisation named in Section 3 above; and
- where applicable the employer/Organisation named in Section 5 above.

PHI may include outstanding charges, warrant information and criminal convictions/findings/pleas of guilt recorded against you.

PHI is disclosed according to applicable laws of the relevant jurisdiction and, in accordance with the relevant jurisdiction's information release policies. Applicable laws include but are not limited to spent convictions legislation.

The following links may be helpful in sourcing information on spent convictions in your State/Territory:

Commonwealth	www.comlaw.gov.au
New South Wales	www.legislation.nsw.gov.au
Queensland	www.legislation.qld.gov.au
South Australia	www.legislation.sa.gov.au
Victoria Police	www.police.vic.gov.au
Western Australia	www.slp.wa.gov.au
Northern Territory	www.nt.gov.au/dcm/legislation/current.html
Australian Capital Territory	www.legislation.act.gov.au
Tasmania	www.thelaw.tas.gov.au

Limitations on accuracy and use of PHI

While every care has been taken by ACIC and police agencies to conduct a search of PHI that relates to the Applicant, the accuracy and quality of an NPHC issued by ACIC depends on accurate identification of the Applicant (including aliases), the comprehensiveness of police records and is based on the information provided in this form. If the Applicant does not complete the information requirements in this form the success and validity of the NPHC will be compromised. It is in your interest to provide full and complete details in this form.

If for any reason you do not agree with the results of your NPHC, please notify the Accredited Organisation that submitted the request for a NPHC on you so that the NPC's dispute process can be initiated.

ACIC contact details

For more information regarding the NPHC process or the handling of Personal Information and Police History Information, you can contact the ACIC's National Police Checking Service on:

Phone: 02 6268 7900

Email: npcs@acic.gov.au

Provision of incomplete, false or misleading information

An Accredited Organisation and an Applicant must take reasonable steps to ensure that the personal information collected or disclosed is accurate, complete and up to date.

You are asked to certify that the personal information you have provided on this form is correct.

It is a serious offence to provide false or misleading information on this form.

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SECTION 8: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS)

I, hereby:
Surname (Primary) First and middle (Primary)

1. acknowledge that I have read the General Information in Section 7 of this form and understand that information will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
2. understand that the purpose for which I am seeking a NPHC may be in a category for which exclusions from spent convictions legislation may apply;
3. have fully and correctly completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me;
4. acknowledge that the provision of false or misleading information on this form is a serious offence;
5. acknowledge that the Accredited Organisation named in Section 3 of this form is collecting information in this form to provide to Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies;
6. consent to:
 - (i) ACIC and police agencies using and disclosing my personal information to conduct a National Police History Check;
 - (ii) the police agencies disclosing to ACIC, from their records, Police History information that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and in accordance with the relevant jurisdiction's information release policies;
 - (iii) ACIC disclosing the information sourced from the police agencies to the Accredited Organisation named in Section 3 of this form, and
 - (iv) the Accredited Organisation named in Section 3 of this form disclosing to the employer/organisation named in Section 5 of this form personal information to assess my suitability in relation to the purpose identified in this form.
7. acknowledge that any information provided by me on this form relates specifically to the purpose identified in Section 6 of this form;
8. acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose identified in Section 6 of this form;
9. acknowledge that any information sent, by mail or electronically, in relation to this form, including any identity documents, is sent at my own risk and I am aware of the consequences of these methods of lodgement;
10. acknowledge that personal information that I provide in this form may be disclosed to the Accredited Organisation named in Section 3 of this form (including contractors or related bodies) located in Australia or overseas (refer to attached list if applicable); and
11. acknowledge that it is usual practice for an Applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this form will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature Date / /
dd mm yyyy

Parent/Guardian Consent—If you are under 18 years of age provide consent below from a parent /guardian.

Parent/Guardian Signature Date / /
dd mm yyyy

Parent/Guardian name printed in full