

Overview

There are 4 main sections in this form:

- 1 **Proving your identity**
- 2 **Who do you require the check for**
- 3 **Consent and declaration**
- 4 **Payment**

Document checklist

You will need to attach **certified copies** of:

Three unique documents

- **Two** that prove your identity
- A **third** document for the National Police Check

A **fourth** document if any of the names on your documents don't match

Do not send us your original documents. See **How to certify your documents** on Page 2.

! If you don't have some of the above documents, you can still send in your form and our customer support team will work with you to complete your application. However, the processing time for an incomplete application would be longer.

Submitting your completed form

Before mailing your application you must check that you have:

completed all sections of the form

read the **Identity documents checklist** on Page 3 and attached **certified copies** of your identity documents

had a referee complete their **Referee details** on Page 7 of this form

confirmed and filled in the **Employer ID** (of the person or organisation you need the Worker Screening Check for) on **Page 9** of this form.

signed and dated the form on Page 10 and read **Appendix A** on Pages 13-15.

The completed form and certified copies of your identity documents must be mailed to:

**Service Victoria
Locked Bag 1
FOOTSCRAY 3011**

What happens after I've submitted my form?

Only complete applications will be processed. Make sure that you fill everything in accurately so that we can process your application as quickly as possible. The Worker Screening Unit (WSU) will let you know when your application has been received by the WSU. Your employer will then have 30 days to verify your application through the NDIS Quality and Safeguards Commission. If your application is not verified by an employer, it cannot be assessed by the WSU and it may be withdrawn.

1 Your identity

We need to confirm your identity so we can make sure you are who you say you are. It also protects you from identity fraud.

By continuing, you agree to:

- give true and current details – it is an offence to give misleading information
- let us check the information on your ID documents with the document issuer or official record holder

We'll handle your identity information under the Service Victoria Act 2018 and our privacy and security policy. Visit [service.vic.gov.au/privacy-and-security](https://www.service.vic.gov.au/privacy-and-security) for more information.

How to certify your documents

Take the **original** and a **photocopy** of your documents to an authorised certifier.

First, they'll check that your documents are original.

Next, they'll check the copies to make sure they match the original documents.

The certifier must then **sign** and **date each page** of the copy, and clearly **write or stamp** the following:

- Name
- Personal or professional address
- Qualification to be an authorised certifier
- "Certified to be a true copy of the original seen by me."

Authorised certifiers

- Accountants
- Architects
- Bank employees (more than 5 years of service)
- Chiropractors
- Conveyancers
- Dentists
- Engineers
- Financial advisors or planners
- Justices of the Peace
- Legal practitioners
- Local mayor or councillors
- Marriage celebrants
- Ministers of religion
- Medical practitioners
- Midwives
- Nurses
- Optometrists
- Pharmacists
- Physiotherapists
- Police officers
- Public servant (more than 5 years of service)
- Teachers
- Vets

For a full list, go to www.justice.vic.gov.au/certifiedcopies

Identity documents

! If you don't have some of the below documents, you can still send in your form and our customer support team will work with you to complete your application using additional documents. These applications will take longer to process. For the full list of Proof of Identity Documents for Offline Applications, go to the Victorian NDIS Worker Screening Check website www.vic.gov.au/ndis-worker-screening-check#manual-applications

A) Document 1 ✓ tick one

Current Australian Passport
(Or expired less than three years ago)

Australian Birth Certificate
(A full birth certificate with the logo of Births, Deaths and Marriages or your state government, not an extract)

Current Foreign Passport linked to a valid Australian Visa

Australian Citizenship Certificate
(Include copies of both the front and back pages. We can accept an Australian Citizenship Certificate under your parents' names if your name is listed on it.)

ImmiCard

B) Document 2 ✓ tick one

Current Australian Driver Licence

Medicare Card

C) Document 3 ✓ tick one - must be different to the document chosen in A + B

Current Australian Passport
(Or expired less than three years ago)

Australian Birth Certificate
(A full birth certificate with the logo of Births, Deaths and Marriages or your state government, not an extract)

Current Foreign Passport linked to a valid Australian Visa

Australian Citizenship Certificate
(Include copies of both the front and back pages. We can accept an Australian Citizenship Certificate under your parents' names if your name is listed on it.)

ImmiCard

Current Australian Driver Licence

Medicare Card

Marriage Certificate
(Issued by Births, Deaths and Marriages, not the one on your wedding day)

D) Document 4 ✓ tick one - if any of the names on your documents don't match

Change of Name Certificate
(Issued by Births, Deaths and Marriages in any Australian State or Territory)

Marriage Certificate
(Issued by Births, Deaths and Marriages, not the one on your wedding day)

Personal details

Reference number (office use only)

You must answer **all** questions.
Fill in your details as they appear
on your ID.

First name

Middle name/s

Surname or family name

Date of birth

Country of birth

Day / Month / Year

State of birth

City or town of birth

Gender

Woman

Man

Self-described

Are you of Aboriginal or Torres Strait Islander origin?

Aboriginal

Torres Strait Islander

Both

No

Prefer not to say

Do you have a Victorian Working with Children Check (WWCC)?

No

Yes ▶ Provide your WWCC Number

Daytime phone number

In the rare case we need to contact you

Email

Use the same email as your Service Victoria account
if you have one

Home address

Street

Suburb

State

Postcode

Postal address

Same as above

Street

Suburb

State

Postcode

Previous addresses

You must list every address you've lived at for the last five years, including any addresses overseas.

Have you lived at your current address for more than five years?

Yes ▶ Skip this section and go to [Your names](#)

No ▶ Please **fill in your details** below

Previous address 1

Street

City/Town

State/Province/Region

Country

Postcode/Zipcode

Previous address 2

Street

City/Town

State/Province/Region

Country

Postcode/Zipcode

I have more than two previous addresses

▶ Include these on a separate piece of paper

Your names

We need to know all the names you currently use, or have used in the past. This includes names that you are also known as. For example, if your true name is Joseph, you might also be known as Joe. This information helps us be sure of your identity and protect you from fraud.

Have you ever been known by another name?

No ▶ Skip this section and go to [page 6](#)

Yes ▶ Please **fill in your details** below

Name 1

Maiden name

Also known as

Previously used name

First name

Middle name/s

Surname or family name

Name 2

Maiden name

Also known as

Previously used name

First name

Middle name/s

Surname or family name

I have more than two names

▶ Include these on a separate piece of paper

! Important

Are you 18 years of age or over?

Yes ▶ Skip this section and go to [Referee details](#)

No ▶ We'll need your **parent or guardian's consent** to do a National Police Check. This is because you are under 18 years of age.
Please **complete the consent form** below.

National Police Check - Consent

Parent or guardian consent

Parent or guardian's full name

I confirm I am the parent/legal guardian of

Applicant's full name

who is applying for a National Police Check.
I have read the consent and declaration and **Appendix A**, and consent to the check.

Signature

Date

Day / Month / Year

Your consent

By completing this form, I,

Applicant's full name

agree that I will give my consent and authority as set out in the consent and declaration and **Appendix A** before I submit my application.

Consent and declaration

For the purpose of a National Disability Insurance Scheme Worker Screening Check under the Worker Screening Act 2020 (Vic), my consent and authority allows the Department of Justice and Community Safety Worker Screening Unit to:

1. ask the Australian Criminal Intelligence Commission (ACIC) for a National Police Check on my behalf;
2. make enquiries and seek information about me; and
3. allow the sharing and use of:
 - a. information in my application and attachments;
 - b. the outcome of my application; and
 - c. the National Police Check.

I understand that if I do not agree to give my consent and authority for the National Police Check to be conducted, I cannot continue with my application.

I understand that:

- a. the information I give to the Department of Justice and Community Safety Worker Screening Unit, including my personal information and identity document details, will be given to ACIC and police agencies to get the National Police Check;
- b. the National Police Check will be considered to assess my application and my ongoing ability to hold a clearance under the Worker Screening Act 2020 (Vic);
- c. my information and the National Police Check may be used and shared with other people or organisations as set out in the Consent and Declaration; and
- d. giving incomplete, false or misleading information in any part of my application is a serious offence and may result in legal action. If I realise that I have given incomplete, false or misleading information, I will contact the Worker Screening Unit as soon as possible.

Referee details

The referee makes sure you are who you say you are. A certifier can also be your referee if they've known you for 12 months. They also can't be in a relationship with you, live with you or be related to you.

The following section is to be filled in by the referee.

You are a referee for the applicant so we can make sure they are who they say they are. By continuing, you agree to let us check the information from your ID with the document issuer or official record holder.

Referee surname or family name

Given names (in full)

Date of birth Daytime phone number

Day / Month / Year

ID details tick one only

Current Australian Passport (or expired less than three years ago)

Full name on passport

Passport number Expiry

Day / Month / Year

Current Australian Driver Licence

Full name on licence

State Licence number Expiry

Day / Month / Year

Confirm and sign

I confirm that:

- I'm an Australian citizen aged 18 or older.
- I've known the applicant for at least 12 months.
- I'm not related to, or in a relationship with the applicant.
- I don't live with the applicant.
- I have a current Australian driver licence or Australian passport (or expired for less than three years)
- The following information is true and correct. I understand that there are penalties, including up to 10 years in prison, for making, using and copying false and misleading documents.
- The documents belong to the applicant and I have seen the certified copies provided by the applicant.

Referee Signature

Date

Day / Month / Year

We'll handle your identity information under the Service Victoria Act 2018 and our privacy and security policy. Visit service.vic.gov.au/privacy-and-security for more information.

Saving your identity details

To make things quicker and easier, we can remember your identity details for next time.

We don't keep copies of your documents, but we'll securely keep your details for up to 10 years. This means you won't have to keep proving your identity when you do a transaction with us.

If you don't, you will have to prove your identity again next time.

! If you created a Service Victoria account online, we'll use the email address you gave us.

If you didn't create an account or started your application as a guest, we'll use the email address you provided in this form to set up an account for you.

Do you want to save your identity details?

Yes ▶ You'll need to include two photos signed by your referee in the section on the right

No ▶ Go to **Who do you require the NDIS Worker Screening Check for**

Attach your photos

You'll need **two** identical passport quality photos of yourself.



On the **back** of one of the photos, your referee must clearly do two things:

- Write "This is a true photograph of [your name]"
- Provide their signature

2 Who do you require the NDIS Worker Screening Check for

Employer 1

Employer Type

Organisation

Self-managed participant

Business or employer name

NDIS employer ID

Please ensure that the Employer or self-managed participant ID is correct. If you are unsure, please contact your organisation or self-managed participant direct to confirm their ID. Without the ID, we can't process your application.

The NDIS Quality and Safeguards Commission can help if you need further assistance. Call 1800 035 544 or visit www.ndiscommission.gov.au

Address

Street

Suburb

State

Postcode

Employer 2

Employer Type

Organisation

Self-managed participant

Business or employer name

NDIS employer ID

Please ensure that the Employer or self-managed participant ID is correct. If you are unsure, please contact your organisation or self-managed participant direct to confirm their ID. Without the ID, we can't process your application.

The NDIS Quality and Safeguards Commission can help if you need further assistance. Call 1800 035 544 or visit www.ndiscommission.gov.au

Address

Street

Suburb

State

Postcode

I have more than two employers
▶ Include these on a separate piece of paper

3 Consent and declaration

I have read and understood all of the information in **Appendix A - Informed consent (page 13-15)** and provide my consent and declaration.

I agree to give Service Victoria my application to get a clearance for an NDIS Worker Screening Check.

I know I can ask to access my personal information at any time by getting in touch with Service Victoria at **service.vic.gov.au/contact/send-us-a-message** or the WSU at **privacy@justice.vic.gov.au**.

If I do not provide this information, I may not be able to complete my application for assessment by the Worker Screening Unit.

Your Signature

Date

Day / Month / Year

! Important

Once you have signed and dated this page, please ensure you **complete your payment details** on **page 11**.

4 Payment

The cost is **\$121.10**

Name on card

Card number

Expiry

CVV

Month

Year

Three-digit code on the back of your card

For office use only

Applicant name

Application number

Date payment taken

How was your experience?



Good



Bad

Tell us why (optional)

We'd love to hear your thoughts, concerns and suggestions so we can improve.

In particular, if you attempted to complete this application online but couldn't complete it online, we'd love to know why. Thank you.

How long did this application take to complete?

minutes

Important notice: Informed consent

To determine your eligibility for a National Disability Insurance Scheme Clearance or a Working with Children Clearance under the Worker Screening Act 2020 (VIC), we need to get your informed consent to the matters specified in this form.

Your informed consent means you have read and understood the information provided in this form about how your personal information and any information obtained from Australian police agencies relevant to you will be handled and disclosed and that you understand what you are consenting to including:

- a. that you provide your permission for us to collect, share, copy and process the information in your Application and attachments (including your personal information) in certain ways set out in this form;
- b. provide your permission for us to request a nationally coordinated criminal history check on your behalf (police record check); and
- c. provide your permission for the disclosure of information.

It is important that you read this form in its entirety and, where required, get clarification to ensure your complete understanding. You must then sign and submit this form to give your informed consent.

1. I consent to the Worker Screening Unit of the Department of Justice and Community Safety (the department) of GPO Box 1915, Melbourne Victoria 3001, its agents, contractors and their subcontractors receiving, sharing, copying and processing the information in this Application and its attachments for the purposes of the Worker Screening Act 2020 (VIC) (the Act), the Worker Screening Regulations 2020 (VIC) (the Regulations) and any other relevant law. I acknowledge that the information I have provided includes personal and sensitive information and I have provided documents to verify my identity.
2. For the purposes of this Consent and Declaration;
 - a. 'NDIS' means National Disability Insurance Scheme;
 - b. 'WWC' means Working with Children;
 - c. 'Application' means an Application under the Act for an NDIS check to be carried out and an NDIS Clearance to be given on completion of the NDIS check or an Application under the Act for a WWC check to be carried out and a WWC Clearance to be given on completion of the WWC check as applicable;
 - d. 'Clearance' means an NDIS Clearance or a WWC Clearance given under the Act as applicable; and
 - e. 'Exclusion' means an NDIS exclusion or a WWC Exclusion given under the Act as applicable where the department refuses to give me a Clearance.
 - f. 'Spent Convictions Legislation' means Part VIIC of the Crimes Act 1914 (Cth); Part 8 of the Sentencing Act 1991 (VIC), Criminal Records Act 1991 (NSW); Criminal Law (Rehabilitation of Offenders) Act 1986 (QLD); Spent Convictions Act 2009 (SA); Spent Convictions Act 1988 (WA); Criminal Records (Spent Convictions) Act 1992 (NT); Spent Convictions Act 2000 (ACT); and Annulling Convictions Act 2003 (TAS).
3. For the purposes of my Application and enquiries while I hold a Clearance, I authorise the conduct of a nationally coordinated criminal history check delivered by the Australian Crime Commission (ACC) and Australian police agencies ('police record check') and I provide the following consent and authorisation:
 - a. I consent to the department making enquiries and seeking information about me from any source considered necessary, including any Australian Police agency, ACC, any employee within the meaning of the Public Administration Act 2004 (Vic), authorised entity, court, prosecuting authority, authorised screening agency in any Australian state or territory, professional registration board, commission, commissioner, disciplinary or regulatory entity, relevant prescribed body, health treating professional, government department or agency including without limitation, the Director of Public Prosecutions (DPP), the Department of Health (DoH), the Department of Families, Fairness and Housing (DFFH), the Commission for Children and Young People (CCYP), Corrections Victoria, the Disability Worker Registration Board, the Victorian Disability Worker Commission, the Victorian Disability Worker Commissioner and the Victorian Institute of Teaching; and
 - b. I authorise and consent to the disclosure of information about me and my Application (including any information obtained from other sources as a result of making enquiries and seeking information about me) and the outcome of my Application by the department to any person or organisation considered necessary, including any Australian police agency, any authorised screening unit or agency including without limitation, any unit or agency in another Australian state or territory that provides for screening of persons engaged in child-related work, ACC, any court, prosecuting authority, professional registration board, disciplinary or regulatory entity, relevant entity or prescribed body, health treating professional and any government department or agency including without limitation, DPP, DoH, DFFH, CCYP, Corrections Victoria, the Disability Worker Registration Board, the Victorian Disability Worker Commission, the Victorian Disability Worker Commissioner and the Victorian Institute of Teaching.
4. I acknowledge that the information which may be disclosed to the department includes, but is not limited to:
 - a. details about or circumstances relating to, convictions, findings of guilt and charges (including any police record check regardless of the outcome of the charges or when and where the offence or alleged offence occurred;
 - b. details about or circumstances relating to involvement of DoH and/or DFFH with respect to child protection or family violence; and
 - c. information in relation to an application made by me in another Australian state or a territory under a law of that state or a territory that provides for screening of persons engaging in child-related work or screening of persons who are employed or engaged in risk assessed roles providing support or services to persons with a disability and any decision made or clearance or registration granted to me with respect to that application.

5. I acknowledge that I understand that my personal information may be provided to police agencies for general law enforcement purposes, including those purposes set out in the Australian Crime Commission Act 2002 (Cth).
6. For the purposes of an application or reassessment of an application made by me in another state or territory for any clearance required at law to engage in child-related work or to provide support or services in a risk assessed role to persons with a disability in that state or territory, I consent to the disclosure of information about me and my Application to any government department or screening agency in that other Australian state or territory.
7. With respect to the police record check, I acknowledge that:
 - a. the department is collecting my personal information to provide to ACC and police agencies to check if I have a criminal history and to assess whether I should be permitted to work or care for children or provide support or services to persons with a disability under the NDIS;
 - b. I am aware that I am providing consent for a police record check on a national basis to be conducted using all personal information provided by me including information provided in identity documents I have supplied;
 - c. the department provides information to ACC with respect to any decision made in relation to my Application or any reassessment of my eligibility to hold a Clearance;
 - d. ACC discloses my personal information to Australian police agencies;
 - e. the information released as part of the police record check is done so in accordance with Spent Convictions Legislation and information release policies subject to any exclusions that apply;
 - f. Australian police agencies may disclose to ACC information from their records and details of convictions and charges including findings of guilt or the acceptance of a plea of guilty by a court. The information is disclosed in accordance with applicable laws of the Commonwealth, states and territories and policies of the police agency concerned;
 - g. ACC provides the information disclosed by Australian police agencies to the department in accordance with the laws of the Commonwealth;
 - h. any information provided in my Application is provided to ACC for the purpose of obtaining the Clearance or reassessing my eligibility to hold a Clearance;
 - i. any information provided to the department by Australian police agencies or ACC is provided for the purpose of assessing my eligibility to be given or continue to hold a Clearance;
 - j. the Chief Commissioner of Police must take all reasonable steps to ensure that an interstate or territory NDIS or WWC screening unit is notified of how a charge against me has been finally dealt with if that interstate or territory screening unit has requested the notification;
 - k. the information I provide as part of my Application and the information which ACC provides to the department, will be used only for the purposes stated above unless statutory obligations require otherwise or subject to any disclosure permitted at law or to which I have consented; and
 - l. if I do not agree with the results of my police record check, I will contact the Worker Screening Unit of the department in the first instance to advise them that I want to dispute the result by email sent to NDISworkerscreening@justice.vic.gov.au
The Worker Screening Unit of the department will accept and escalate all disputes.
8. If the CCYP notify the department at any time of a finding of reportable conduct against me pursuant to 16ZD of the Child Wellbeing and Safety Act 2005 (VIC), I consent to the department notifying CCYP of the outcome of any Application or reassessment of my eligibility to engage in child-related work. If I am given an Exclusion and make an application to the Victorian Civil and Administrative Tribunal for review of the decision to give me an Exclusion, I consent to the department notifying CCYP that I have made such an application.
9. I understand and acknowledge that:
 - a. the Act and Regulations require the department to collect my personal information and the department to make certain enquiries and arrange for the conduct of a police record check except in limited circumstances;
 - b. the consequence of non-compliance or withdrawal of my consent is that my Application will not be processed;
 - c. it is an offence to provide false or misleading information in a material particular in relation to an Application for a Clearance or in connection with a re-assessment of eligibility to hold a Clearance, subject to a maximum fine equivalent to 240 penalty units or a 2 year maximum term of imprisonment or both;
 - d. it is an offence to apply for a Clearance if I am subject to an order under the Sex Offenders Registration Act 2004 (VIC) or Serious Offenders Act 2018 (VIC) liable to a maximum fine equivalent to 240 penalty units or a 2 year maximum term of imprisonment;
 - e. while my Application is being assessed:
 - A. there are only very limited circumstances under the Act that I may engage in or apply for child related work or work in a risk assessed role providing support or services to persons with a disability;
 - B. I am prohibited from engaging in paid or volunteer child-related work or working in a risk assessed role providing support or services to persons with a disability if I have been charged with or found guilty of certain charges, offences or orders specified in the Act or if I am excluded from doing child-related work or providing support or services to persons with a disability in another Australian state or territory. If I am so prohibited, I consent to the department notifying the organisations whose details I have provided to the department that I am prohibited from engaging in paid or volunteer child-related work or working in a risk assessed role providing support or services to persons with a disability as applicable and the Worker Screening website will indicate that I am so prohibited; and
 - C. if I engage in or apply for child-related work or work in a risk assessed role providing support or services to persons with a disability in breach of the Act, it is an offence subject to a maximum fine equivalent to 240 penalty units and 2 years imprisonment or both;
 - f. in accordance with the Act and the Regulations, the department may disclose personal information about me, my Application and any decision made with respect to my Application to the organisations whose details I provide to the department, or where otherwise permitted by any act or regulations;
 - g. I must notify the department within 21 days of any change to my details by updating my details in the online portal of the Worker Screening website or directly through my Service Victoria account. This includes my personal and contact details and the details of all organisations where I do child-related work or providing support or services to persons with a disability under the NDIS in a paid or unpaid capacity;

- h. the Act requires me to notify the department and any organisations where I work or care for children or provide support or services to persons with a disability under the NDIS within 7 days of any relevant change in my circumstances, including the following:
 - A. if I am charged with, convicted of or found guilty of certain offences;
 - B. if I become subject to reporting obligations imposed by Part 3 of the Sex Offenders Registration Act 2004, a supervision order, detention order or an emergency detention order under the Serious Offenders Act 2018;
 - C. if a relevant disciplinary or regulatory finding is made against me;
 - D. where I am applying for or have a current NDIS Clearance, if I have been or am given a WWC Exclusion; or
 - E. where I am applying for or have a current WWC Clearance or hold a current WWC Clearance, if I have been given an NDIS Exclusion or I am excluded from child-related work under a law in another state or territory;
 - i. I agree to notify the department within seven days in the following circumstances:
 - A. if I am or have been excluded from providing support or services to persons with a disability in another Australian state or territory;
 - B. if I am or become subject to a banning order under section 73ZN of the National Disability Insurance Act 2013 (Cth); or
 - C. where I am applying for or have a current NDIS Clearance, if I have been excluded from child-related work under a law in another Australian state or territory and
 - j. where I am applying for or have a current NDIS Clearance:
 - A. the NDIS Quality and Safeguards Commission (NDIS Commission) will use the NDIS Worker Screening Database (NDIS Database) to undertake its statutory functions under the National Disability Insurance Scheme Act 2013 (Cth);
 - B. NDIS worker screening units are authorised under legislation to provide my personal information to the NDIS Commission for the purposes of the NDIS Commission undertaking its statutory functions in relation to the NDIS Database; and
 - C. my information will continue to be included in my record on the NDIS Database even if I no longer work in the NDIS sector and NDIS employers will be able to access information about me on the NDIS Database (unless they are no longer linked to me).
10. I consent to the department correcting the contact information of the organisations for which I do child-related work or provide support or services to person with a disability under the NDIS, if it is satisfied that the information held is incorrect.
 11. I consent to the department sending all communications to me and serving all notices upon me under the Act and the Regulations by email to the email address provided by me to the department at the time of making my Application or subsequently notified by me to the department by updating my details through the online portal of the Worker Screening Unit of the department (the online portal) or directly through my Service Victoria account. This includes the communications and notices:
 - a. requesting information (including any document, written submission or consent) for the purposes of assessing or completing my Application or if I am issued with a Clearance, re-assessing my eligibility to hold a Clearance;
 - b. notifying me about the finalisation, progress and outcome of my Application;
 - c. contacting me about updating my details;
 - d. if I am issued with a Clearance, reminding me about the expiry of my Clearance, notifying me of any re-assessment of my eligibility to hold a Clearance, the progress and outcome of such re-assessment or the revocation, suspension or cancellation of my Clearance and sending me periodic emails and eNewsletters; and
 - e. sending me requests for feedback.
 12. Except for providing information about changes to my profile information and email address which I agree to provide to the department through the online portal of the Worker Screening website or directly through my Service Victoria account, I agree to send all written communications (including notifications, correspondence and documents) to the department by email sent to the Worker Screening Unit of the department at NDISworkerscreening@justice.vic.gov.au and I acknowledge that sending all written communications by email to that email address is a requirement of the department in order to assess my Application or, if I am granted a Clearance, to re-assess my eligibility to hold a Clearance.

I declare that:

1. I am the applicant named in my Application, and that all information and documents provided as part of my Application are true, complete and correct.
2. I have not omitted any names or aliases that I am currently known by or have ever been known by in the past.
3. If I have provided a photograph for the purposes of this Application, that photograph is less than 12 months old.
4. I acknowledge that withholding information or providing false or misleading information in any of the details and documents provided as part of my Application is a serious offence and may lead to prosecution. If I become aware that I have provided incomplete, incorrect or misleading information, I will contact the Worker Screening Unit of the department as soon as possible.
5. I have read and fully understand the information provided in this form about how and for what purposes my personal information and any criminal history information relevant to me will be handled and disclosed and I understand what I am consenting to.
6. I acknowledge that any information sent electronically (including online or by email) is sent at my risk and I am aware of the consequences of sending information in this way.
7. I understand that I may withdraw any consent given as part of this consent and declaration by written notice emailed to the Worker Screening Unit of the department sent to the email address specified in paragraph 12 above. However, if I withdraw my consent to a national police record check or any other consent included in this consent and declaration, the department will withdraw my Application and if I have already been issued with a Clearance, I will surrender it. I understand that if I surrender my Clearance, the department may still assess my eligibility to have a Clearance.