# Consent to Nationally Coordinated Criminal History Check

Anyone involved with an application must complete this form, sign the declaration, and provide the minimum identification documents, which must be certified by an authorised person as described.

**To complete and submit this form correctly, you must:**

1) fill in the fields in **Part 1** and sign the form

2) provide **three** identity documents as described in **Part 2**

3) certify your documents and your identity as described in **Part 3**.

**We cannot process the application unless you complete all these steps correctly.**

## Part 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Victorian occupational licence/registration scheme you are associated with (mark with an X)
 | Conveyancers |  | Rooming house operators |  |
| Estate agents |  | Second hand dealers and pawnbrokers |  |
| Motor car traders |  | Debt collectors |  |
| Owners corporation managers |  | Introduction agents |  |
|  | Professional engineers |  |  |  |
| 1. Name of business/individual you are associated with (if applicable)
 |
| Business/individual name |  |
| 1. Your details
 |
| Family name |  |
| Given names |  |
| GenderMale, female, intersex |  |
| Date of birthdd/mm/yyyy |  |
| Place of birthTown/city, state/territory/province and country |  |  | No – go to **question 4** |  |
| Have you ever had/been known by a different name? mark with an ‘X’ | Yes – list all other names below. If more than three names, attach separate sheet |  | No – go to **question 4** |  |
| Previous name 1 |
| Family name |  |
| Given names |  |
| Previous name 2 |
| Family name |  |
| Given names |  |
| Previous name 3 |
| Family name |  |
| Given names |  |  | No - go to **question 5** |  |
| 1. Do you have a current Australian or foreign driver licence? (mark with an ‘X’)
 | Yes – provide the following details  |  | No - go to **question 5** |  |
| Australian driver licence number (if applicable) |  |
| State or territory that issued driver licence (if applicable)  |  |
| Foreign driver licence number (if applicable) |  |
| State/territory/province that issued driver licence (if applicable) |  |
| Country that issued driver licence (if applicable) |  |  |  **No – go to question 6** |  |
| 1. Do you have a current Australian or foreign firearm licence? (mark with an X)
 | **Yes – provide the following details**  |  |  **No – go to question 6** |  |
| Australian firearm licence number (if applicable) |  |
| State or territory that issued firearm licence (if applicable) |  |
| Foreign firearm licence number (if applicable) |  |
| State/territory/province that issued firearm licence (if applicable) |  |
| Country that issued firearm licence (if applicable) |  |  |  No – go to **question 7** |  |
| 1. Do you have a passport? (mark with an ‘X’)
 | Yes – provide the following details  |  |  No – go to **question 7** |  |
| Passport number |  |
| Country of issue of passport |  |
| 1. Your current residential address

Include postcode and country if not Australia. |  |
| Period of residence at current addressFrom mm/yy to mm/yy. |  |  | No – go to **question 9**  |  |
| 1. Have you lived at your current residential address for fewer than five years? (mark with an ‘X’)
 | Yes – provide the following details. If more than three addresses, attach a separate sheet. |  | No – go to **question 9**  |  |
| Previous residential address 1If full details of previous addresses are unavailable, details of town(s) and state(s) will suffice. |  |
| Period of residenceIf actual dates are unavailable, year of residence will suffice. |  |
| Previous residential address 2If full details of previous addresses are unavailable, details of town(s) and state(s) will suffice. |  |
| Period of residenceIf actual dates are unavailable, year of residence will suffice. |  |
| Previous residential address 3If full details of previous addresses are unavailable, details of town(s) and state(s) will suffice. |  |
| Period of residenceIf actual dates are unavailable, year of residence will suffice. |  |
| 1. Daytime phone number

Can be a mobile. For landlines, include area code. |  |
| 1. Email address

May be used to communicate with you about the results of your records check. |  |  | Direct or indirect contact without supervision |  |

**Declaration, acknowledgement and consent**

I declare that the information provided in this licence/registration application relates to me, contains my full name and all names previously used by me, and is correct.

I acknowledge that:

* I have read and understand the information on this form
* I am aware that I am providing consent and that in sending any information in relation to my application, including identity documents, I do so at my own risk
* 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)
* withholding and/or providing misleading or false information on this form and in any supplied identity documents may be a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
* it is a serious offence to supply the Business Licensing Authority (BLA) with false or misleading information or \*omit information (\*unless the information omitted is in respect of a spent conviction where disclosure is protected). Significant fines may apply
* if any change occurs in the information provided, I must notify the BLA in writing as soon as becoming aware of the change or significant fines may apply (unless the information is in respect of a spent conviction where disclosure is protected).
* if I submit electronically, the BLA will accept this communication as containing my signature for the purposes of the *Electronic Transactions (Victoria) Act 2000*
* the BLA may conduct checks of any publicly available information including information held by the Australian Investments and Securities Commission, the Australian Financial Security Authority or other relevant agencies relating to the information contained in the application concerning me
* The BLA will provide personal information relating to me or any director, partner, associate or other individual contained in this application, at the time of application and once licensed or registered, to Equifax or other nominated information broking agencies for the purpose of carrying out periodic checks of publicly available information relating to me or those individuals held by the Australian Securities and Investments Commission and Australian Financial Security Authority
* I have read the Spent Convictions Schemes information on this form and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects ‘spent convictions’ from disclosure. I understand that the BLA may receive information in respect of a spent conviction in certain circumstances
* if I am currently residing outside Australia, the BLA may be required to transfer or supply my criminal history information to my location outside Australia in order to comply with ACIC requirements
* The BLA is collecting my personal information for the purpose of performing its functions and duties in administering the licensing and registration provisions of the business licensing Acts pursuant to the *Business Licensing Authority Act 1998*, and if I do not provide the required personal information, the BLA may proceed to refuse my licence or registration application without further notice to me
* any information provided by me on this form, or by the Australian police services, or by the Australian Criminal Intelligence Commission (ACIC), may be taken into account by the BLA in assessing my suitability for the licence/registration I am applying for pursuant to the business licensing Acts set out in the *Business Licensing Authority Act 1998*, unless that information is in respect of a spent conviction where disclosure is protected which has, in the unlikely event, been inadvertently disclosed to the BLA.

I consent to the BLA at the time of application and once licensed or registered, without further notice to me and as deemed necessary by the BLA :

* where I am seeking or hold endorsement to engage as a registered professional engineer in the building industry, sharing and disclosing information about me (including the results of criminal history and financial probity checks) with the Victorian Building Authority for the purpose of performing any of its functions under the *Professional Engineers Registration Act 2019* or any other Act, unless that information is in respect of a spent conviction where disclosure is protected which has, in the unlikely event, been inadvertently disclosed to the BLA
* checking the records of:
* Victoria Police or any other police force in Australia or overseas;
* any federal, state or overseas occupation or business licensing or registration authorities or agencies
* any other credit, industry or other relevant private sector agency holding information about me
* any regulatory or government body or agency including the Legal Services Board and the Legal Services Commissioner.

unless the record relates to a spent conviction where disclosure is protected.

* disclosing my personal details to the ACIC, Australian and overseas police services and any other private sector credit or industry agency, regulatory or government body or agency, and to these agencies or bodies accessing their records, obtaining and reporting to the BLA on criminal history, credit and any other required information relating to me
* disclosing any credit or other information about, relating to, or involving me to any person or company named in this licence/registration application or otherwise notified to the BLA
* disclosing the existence of any relevant criminal history information to any person or company named in this licence/registration application or otherwise notified to the BLA, unless that information is in respect of spent conviction where disclosure is protected which has, in the unlikely event, been inadvertently disclosed to the BLA,

I consent to:

* the ACIC disclosing personal information about me to the Australian police services
* the Australian police services disclosing, from their records, details of my criminal offending, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories (including any laws which prohibit disclosure of information in relation to spent convictions where disclosure is protected) and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned
* the ACIC providing the information disclosed by the Australian police services or the ACIC to the BLA in accordance with the laws of the Commonwealth.

|  |  |
| --- | --- |
| Signature |  |
| Print name |  | Datedd/mm/yyyy |  |

## Part 2 Documents

You must provide (from the lists below):

* at least one commencement of identity document, and
* at least one primary use in the community document, and
* at least one secondary use in the community document

### Tips

* A particular document or card cannot be used more than once.
* Some documents may be used in *either* the primary or the secondary document category. For example, an Australian driver licence (a primary document) can be used as *either* a primary or secondary document as it is also a photo identity card issued by the Australian Government or a state or territory (a secondary document).
* If using a passport issued by a country other than Australia as your primary document, it must be accompanied by a visa stamp or a VEVO printout. That visa stamp or VEVO printout may also be used as your commencement document.
* The documents you provide must include evidence of your full name and date of birth and a photograph of you.
* If none of your documents include a photograph, you must submit a passport-style photograph certified by a person listed at the end of this form.

### Identity

You must establish the link between you and the identity you are claiming in your identity documents by either:

* having **at least one** of your photo identity documents certified as being a true likeness of you, **or**
* by providing a photo of you holding one of your certified photo identity documents next to your face. This is in addition to your three identity documents. Both your face and the photo in your identity document must be clearly visible and recognisable.

If none of your identity documents contain a photograph, you must submit a passport-style photograph that has been certified as being a true likeness of you.

#### Identity certification option - photo of you holding one of your certified photo identity documents

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### Change of name

If all the documents you provide are under the same name, you will not be required to provide additional identity documentation if you have provided an alias or maiden name in Part 1 of this form.

If the identity documents provided are under two or more different names (for example, birth certificate in maiden name and driver licence in married name), you must provide evidence of your name change. This means providing a change of name certificate issued by an Australian State or Territory Government, or an Australian marriage certificate issued by a state or territory, in addition to your three identity documents. Church or celebrant-issued certificates are not accepted.

These change of name documents must be originals or certified true copies and **do not count towards the required minimum three identity documents**.

### Commencement documents – at least one of these

* full Australian birth certificate or authorised record of birth (not an extract or birth card)
* current Australian passport (not expired)
* Australian citizenship certificate
* Australian visa current at time of entry to Australia as resident or tourist, supported by a foreign passport. This may include a stamp in a passport, a Visa Entitlement Verification Online (VEVO) printout, or any valid visa issued by the Department of Home Affairs (if you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via its website)
* ImmiCard issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia

### Primary documents – at least one of these

* current Australian passport (not expired)
* current Australian driver licence, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed
* Immicard issued by the Department of Home Affairs to assist visa holders to provide evidence of their Commencement of Identity in Australia
* current passport issued by a country other than Australia (must also be accompanied by a passport stamp or VEVO visa printout, which can also serve as your commencement document)
* current proof of age or photo identity card issued by an Australian government agency or a state or territory government in your name with date of birth, photo and signature; for example, marine licence

### Secondary documents – at least one of these

* current Medicare card only (private health care/insurance cards are not accepted)
* current enrolment with the Australian Electoral Commission
* current photo identity card issued by the Australian Government or a state or territory; for example, a working with children check
* certified academic transcript from an Australian university, secondary school, TAFE, or Registered Training Organisation
* current Australian tertiary student photo identity document
* current Australian secondary student photo identity document
* current evidence of right to a government benefit (Centrelink or Veterans Affairs)
* current certificate of identity issued by the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia (if not used as a commencement document)
* current document of identity issued by the Department of Foreign Affairs and Trade to Australian citizens or people who possess the nationality of a Commonwealth country, for travel purposes (if not used as a commencement document)
* current convention travel document secondary (United Nations) issued by the Department of Foreign Affairs and Trade
* current foreign government issued documents; for example, driver licence
* current security guard or crowd control photo licence issued by an Australian State or Territory Government
* current consular photo identity card issued by the Department of Foreign Affairs and Trade
* current photo identity card issued to an officer by an Australia Federal, State or Territory Police Agency
* current photo identity card issued by the Australian Defence Force
* current Aviation Security Identification Card issued by the Department of Home Affairs
* current Maritime Security Identification Card issued by the Department of Home Affairs
* credit reference check
* authorised referees report (contact the BLA about this report)
* current firearms licence issued by a State or Territory Policy Agency (must include individual’s photo)

## Part 3 - Document certification

### Documents

All documents must be certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 2023 *(*Cth) (also listed at the end of this form).

Certification of documents means that:

* all documents provided, including proof of change of name documents, must be certified as being true copies of the original documents, and
* any documents provided in a language other than English must be accompanied by a translation that is endorsed or stamped by an accredited translation agency.

#### Certification of online documents

Some documents may be difficult to certify as true copies of original documents, particularly if they are printouts of online originals. This may include, for example, printouts from VEVO or the Australian Electoral Office or credit reference checks. If these documents are not certified, we will verify them through our access to other databases.

We will not accept uncertified copies of documents where the originals are not online, such as passports, driver licences, government photo identity cards, or Medicare cards. If you submit uncertified copies of these types of documents, we will require you to have them properly certified.

### Examples of correctly certified documents

#### Commencement document example: Australian Passport with document and identity certification



#### Primary document example: Heavy Vehicle Driver’s Licence with document certification



#### Secondary document example: Medicare Card with document certification



If you have any questions about acceptable identification documents, please contact the BLA on 1300 13 54 52.

## Part 4 – Further information

### Special provisions for proof of identity

In exceptional circumstances, you may not be able to meet the minimum proof of identity requirements. If so, please contact the BLA on 1300 13 54 52. The BLA will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

The Nationally Coordinated Criminal History Check that is conducted through the lodgement of this application is for a Victorian licence or registration administered under the licensing and registration provisions of the business licensing Acts covered by section 6 of the *Business Licensing Authority Act 1998 (VIC).*

The form will not be processed unless the BLA has verified the link between your personal details and identity documents, and is satisfied they are correct.

### How the information provided in this form will be used

Information extracted from this form will be forwarded to the ACIC and other Australian police services (such as Australian Federal Police, New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police, Northern Territory Police Force) for checking. By signing the form, you are providing your consent to these agencies:

1. disclosing criminal history information that pertains to you from their own records to the BLA; and/or
2. accessing their records to obtain criminal history information that in turn will be disclosed to BLA.

It is usual practice for an applicant’s personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

### Disputing the result

If the result of the Nationally Coordinated Criminal History Check contains a Disclosable Court Outcome, the BLA will send you the result as soon as practicable. You will be given the opportunity to dispute the result and the BLA will refer any dispute to the ACIC.

### Contact details

You can contact the BLA for more information about the Nationally Coordinated Criminal History Check process, how your personal information is handled and how you can dispute the result by:

* telephone – 1300 13 54 52
* email - complete and lodge the BLA enquiry form at consumer.vic.gov.au/bla

### Spent convictions schemes

#### Victorian Law

The release of any Victoria Criminal Record must comply with the *Spent Convictions Act 2021 (Vic)*. The effect of a spent conviction is that:

* a spent conviction does not form part of a person’s criminal record,
* a person is not required to disclose to another person the existence of a spent conviction or information related to a spent conviction, and
* a person must not request that another person disclose the existence of spent conviction or information related to a spent conviction

A law enforcement agency may disclose a spent conviction as part of disclosure of a criminal record of a person, or information contained in the criminal record of a person, to the BLA for the purpose of it performing its licensing and registration function under the Acts we administer where your spent conviction would render you disqualified or ineligible to hold a licence or registration.

Please contact Victoria Police for more information about spent conviction or speak to a legal practitioner for legal advice.

#### Other States and Territories, and Commonwealth Law

The release of any interstate or Commonwealth criminal record must also comply with any equivalent law of a State or Territory of Australia or the Commonwealth in relation to spent convictions (or however it may be described).

The BLA does not seek disclosure of, and a person is not required to disclose, information in respect of a spent conviction where disclosure is protected under other spent convictions laws.

Please contact the relevant Police agency for more information about spent convictions or speak to a legal practitioner for legal advice.

### Privacy

The BLA is committed to responsible and fair handling of personal information consistent with the *Privacy and Data Protection Act 2014* and its obligations under the *Business Licensing Authority Act 1998*. For privacy information, please refer to the [Information and privacy - Business Licensing Authority page on the Consumer Affairs Victoria website](https://www.consumer.vic.gov.au/blaprivacy) (consumer.vic.gov.au/blaprivacy) or telephone 1300 13 54 52.

Note: The information you provide on this form and which the ACIC and other agencies provides to the BLA, will only be used for the purpose of licensing or registration unless statutory obligations require otherwise.

## Part 5 - People who are authorised to certify documents and photographs

Schedule 1 of the Statutory Declarations Regulations 2023 *(*Cth)

A person who, under a law of the Commonwealth, a State or Territory, is currently licensed or registered to practise in Australia in the following occupations:

| **Item** | **Occupation** |
| --- | --- |
| 1 | Architect |
| 2 | Chiropractor |
| 3 | Dentist |
| 4 | Financial adviser or financial planner |
| 5 | Legal practitioner |
| 6 | Medical practitioner |
| 7 | Midwife |
| 8 | Migration agent registered under Division 3 of Part 3 of the *Migration Act 1958* |
| 9 | Nurse |
| 10 | Occupational therapist |
| 11 | Optometrist |
| 12 | Patent attorney |
| 13 | Pharmacist |
| 14 | Physiotherapist |
| 15 | Psychologist |
| 16 | Trade marks attorney |
| 17 | Veterinary surgeon |

Or a person in the following list:

|  |  |
| --- | --- |
| 1 | Accountant who is:(a) a fellow of the National Tax Accountants’ Association; or(b) a member of any of the following:(i) Chartered Accountants Australia and New Zealand;(ii) the Association of Taxation and Management Accountants;(iii) CPA Australia;(iv) the Institute of Public Accountants |
| 2 | Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public |
| 3 | APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this list |
| 4 | Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the *Consular Fees Act 1955*) |
| 5 | Bailiff |
| 6 | Bank officer with 5 or more continuous years of service |
| 7 | Building society officer with 5 or more years of continuous service |
| 8 | Chief executive officer of a Commonwealth court |
| 9 | Clerk of a court |
| 10 | Commissioner for Affidavits |
| 11 | Commissioner for Declarations |
| 12 | Credit union officer with 5 or more years of continuous service |
| 13 | Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part |
| 14 | Employee of the Australian Trade and Investment Commission who is:(a) in a country or place outside Australia; and(b) authorised under paragraph 3(d) of the *Consular Fees Act 1955*; and(c) exercising the employee’s function at that place |
| 15 | Employee of the Commonwealth who is:(a) at a place outside Australia; and(b) authorised under paragraph 3(c) of the *Consular Fees Act 1955*; and(c) exercising the employee’s function at that place |
| 16 | Engineer who is:(a) a member of Engineers Australia, other than at the grade of student; or(b) a Registered Professional Engineer of Professionals Australia; or(c) registered as an engineer under a law of the Commonwealth, a State or Territory; or(d) registered on the National Engineering Register by Engineers Australia |
| 17 | Finance company officer with 5 or more years of continuous service |
| 18 | Holder of a statutory office not specified in another item of this Part |
| 19 | Judge |
| 20 | Justice of the Peace |
| 21 | Magistrate |
| 22 | Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the *Marriage Act 1961* |
| 23 | Master of a court |
| 24 | Member of the Australian Defence Force who is:(a) an officer; or(b) a non‑commissioned officer within the meaning of the *Defence Force Discipline Act 1982* with 5 or more years of continuous service; or(c) a warrant officer within the meaning of that Act |
| 25 | Member of the Australasian Institute of Mining and Metallurgy |
| 26 | Member of the Governance Institute of Australia Ltd |
| 27 | Member of:(a) the Parliament of the Commonwealth; or(b) the Parliament of a State; or(c) a Territory legislature; or(d) a local government authority |
| 28 | Minister of religion registered under Subdivision A of Division 1 of Part IV of the *Marriage Act 1961* |
| 29 | Notary public, including a notary public (however described) exercising functions at a place outside:(a) the Commonwealth; and(b) the external Territories of the Commonwealth |
| 30 | Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office providing postal services to the public |
| 31 | Permanent employee of:(a) a State or Territory or a State or Territory authority; or(b) a local government authority;with 5 or more years of continuous service, other than such an employee who is specified in another item of this list |
| 32 | Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made |
| 33 | Police officer |
| 34 | Registrar, or Deputy Registrar, of a court |
| 35 | Senior executive employee of a Commonwealth authority |
| 36 | Senior executive employee of a State or Territory |
| 37 | SES employee of the Commonwealth |
| 38 | Sheriff |
| 39 | Sheriff’s officer |
| 40 | Teacher employed on a permanent full‑time or part‑time basis at a school or tertiary education institution |