

# Police Records Check



Australian Government

AUSTRAC

## PRIVACY STATEMENT

This form is used by AUSTRAC as part of the assessment process to determine whether a person is suitable to occupy a Designated Security Assessment Position (DSAP) or Position of Trust (POT). It is part of the security clearance process and authorised by the *Commonwealth's Protective Security Manual*.

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 to occupy a DSAP or POT. The information will be placed on your Personal Security File. Access to this information is restricted to the people directly involved in the security clearance process.

## POLICE RECORDS CHECK

A police records check is an integral part of the assessment of your suitability to occupy a DSAP or POT. On this form you are asked to disclose whether you are the subject of any criminal charges still pending before a Court, or whether you have been the subject of convictions or findings of guilt before a Court. Please note that AUSTRAC has been granted a full exclusion from the Spent Convictions Scheme. You are asked to disclose all information relating to any convictions or charges pending.

This form will be forwarded by AUSTRAC to the AFP. You are asked to consent to:

- the AFP disclosing criminal history information to the AFP and
- the AFP to access the records of any State police force or authority where you have lived permanently, as nominated by you in the PERSONAL PARTICULARS section of this form, to obtain any criminal history information which in turn would be disclosed to AUSTRAC.

As an alternative to completing this form you may elect to produce a certificate from the Police Force in each State or Territory in which you have lived that provides details, including a nil return, of any convictions recorded, or that are pending against you.

## PROVISION OF FALSE OR MISLEADING INFORMATION

You are asked to certify that the personal information you have provided on this form is correct. If it is subsequently discovered, for example, as a result of a check of police records, that you have provided false or misleading information, you may be assessed as unsuitable to occupy the position for which you are being assessed.

You should note that the existence of a criminal record does not mean that you will be assessed automatically as being unsuitable to occupy a DSAP or POT. Each case will be assessed on its merit; hence it is in your interests to provide full and frank details on the form.

**THIS IS A  
SAMPLE ONLY  
YOU DO NOT NEED TO COMPLETE  
THIS UNTIL YOU ARE GIVEN AN INTERVIEW**

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## Privacy Statement

The information you provide below will be used for security vetting purposes only and placed on your individual Personal Security File. Access to this information is restricted to the people directly involved in the security clearance process. In accordance with the Commonwealth's Information Privacy Principles, you may, from time to time, request to see the contents of your file. Guidelines for such access are provided in AUSTRAC's Access to Personal Security File standard operating procedure.

### CONSENT TO OBTAIN PERSONAL INFORMATION

(for categories of positions where a FULL EXCLUSION exists from spent convictions legislation)

Full Name ( BLOCK LETTERS AND IN BLUE INK)

- (i) I acknowledge that I have read the General Information document provided with this form and understand that the position for which I am being considered is in a category for which a full exclusion (see below) has been granted from the application of the Spent Convictions Scheme, as described in the General Information document, and that consequently I must declare all convictions and findings of guilt recorded or pending that relate to me.

The nature of the exclusion is a  
Pursuant to section 85ZZH of  
Transaction Reports and Analysis  
officers or prospective member  
consultants to, or to perform s  
from the Spent Convictions Sc

- (ii) I certify that the personal information provided is correct.
- (iii) I consent to the Australian Transaction Reports and Analysis Centre (AUSTRAC) forwarding this form to the Australian Federal Police (AFP) and/or to the State or Territory police force(s).
- (iv) I consent to the AFP or other relevant police force(s) extracting from their records details of criminal records relating to me pending before a Court, and/or details of convictions or findings of guilt which have been recorded against me.
- (v) I consent to the AFP and/or other police force(s) providing the relevant information to the Australian Transaction Reports and Analysis Centre.
- (vi) I acknowledge that any information provided by me on this form or by the police as a result of the records check may be taken into account by the Australian Transaction Reports and Analysis Centre in assessing my suitability to occupy the Designated Security Assessment Position or the Position of Trust.

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Signature

Date

#### To be completed by AUSTRAC:

Role (Position):

Section:

Employment category:

Permanent

Temporary

Contractor

Start date:

Period of employment (if applicable)

**IN-CONFIDENCE**

(when complete)

**PERSONAL PARTICULARS**

Family Name (Present)

All other family names you have used or have been known by

Given names

Female

Date of birth

Previous security

Male

Ye  No

Town/City of birth

State/Country of birth

Contact phone number

Drivers license

Drivers license issuing State/Territory

**PERMANENT RESIDENTIAL ADDRESSES FOR LAST TEN YEARS**

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. (Do not leave any gaps in addresses or dates.)

If actual dates are unavailable details of year of residence will suffice.

Current

Period of Residence

From

To

Previous (most recent first)




**CRIMINAL CHARGE, CONVICTION OR PENALTY**

(i) Are you the subject of any criminal charge (including traffic offences) still pending in court?

If YES, please provide details.

(ii) Do you have any conviction(s) or fine(s) including traffic offences/convictions (including those which resulted in fines)?

If YES, please provide details.

Signature

Date

**THIS IS A SAMPLE ONLY**  
**YOU DO NOT NEED TO COMPLETE THIS UNTIL YOU ARE GIVEN AN INTERVIEW**

**OFFICIAL USE ONLY**

Address of Initiating Department

**Australian Transaction Reports and Analysis Centre (AUSTRAC)**  
PO Box 5516  
WEST CHATSWOOD 1515  
FAX: 02 9950 0864  
User code: 174

**AUSTRALIAN FEDERAL POLICE ONLY**

NOT RECORDED  RECORDED

NOTE: As your fingerprints do not accompany your request, the Australian Federal Police cannot guarantee in any manner that the information supplied herewith concerns the individual in whom you are interested

Signature

Date

For Commissioner Australian Federal Police