



Application and Instructions for Australian Citizenship

Congratulations! You are just one step away from completing your Form 1300t, Application for Australian Citizenship. The following instructions were created with the aim of making sure the submission of your form will be successful.

What is included in the instructions?

- Guidance based on the answers you have provided
- Step-by-step guidance to successfully complete the application and send it out to the Australian Department of Immigration and Border Protection (DIBP).
- Helpful indications of information with particular importance



A must-do for the successful submission



Important information to pay attention to

Note: Here we will provide the important notices for the particular section of the application.

The application steps

1. Prepare your photograph
2. Prepare your identity declaration
3. Prepare the needed documents
4. Prepare to make the required payment
5. Carefully review, sign and date your application
6. Make copies of all the documents, photograph and signed application
7. Post your application with the Department of Immigration and Border Protection (DIBP)



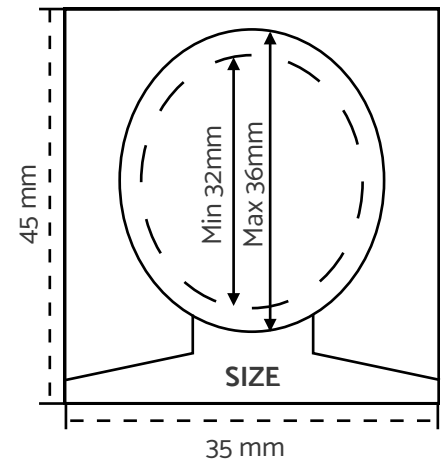
Make sure to read all the instructions carefully!
Any mistake may cause a delay or a rejection.

1. Prepare your photograph

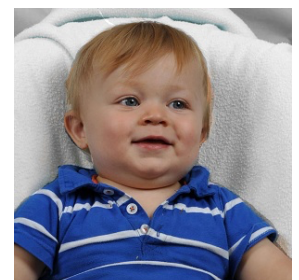
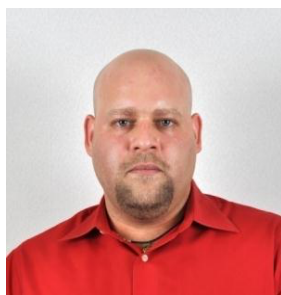
The DIBP requires one personal passport-sized photograph to be submitted. **It should not be older than 6 months** from the date of your application. Please, follow the strict instructions for the photograph. Failure to do so may result in the rejection of your application.

Your photograph must:

- Be against plain, light-colored background with sharp focus
- Have natural contrast so that natural skin color is visible
- Have no shadows, nor reflections (if wearing glasses)
- Be printed in high-quality paper (laser copies are not accepted)
- Not have any ink stains or other marks
- Show your full face
- Be 35 to 40 mm wide and 45 to 50 mm high
- Be 32 to 36 mm from the bottom of your chin to the top of your forehead



Note: Clear prescription glasses may be worn. No sunglasses are accepted. A head covering may be worn for religious reasons, as long as your full face is visible. Children must not be held and should be looking at the camera.



Examples of acceptable photographs:



If your photograph was damaged, blurred, stained or marked, it will not be accepted. To ensure it remains intact, place the photograph in a plastic envelope and staple it to the front of your Form 1300t, Application for Australian Citizenship

2.Prepare your Identity Declaration



Apart from the required identification documents, you will need to provide an identity declaration, Part E #33 of your Immigration Form. It must be completed by someone with the appropriate authority. This same person must sign the back of your passport-size photograph (see example below).

Part E – Identity declaration – This part is **NOT** to be completed by the applicant

33 This part is to be completed by a person who:

- is an Australian citizen, and
- has known the applicant for at least one year, and
- is currently working in a profession or occupation listed on page 9, and
- is not related to the applicant by birth, marriage, or de facto relationship, and
- is easy to contact by telephone during normal working hours, should we need to make contact.

The person who completes this declaration must also endorse each applicant's photograph, which must be no more than 6 months old.

Example

PHOTOGRAPH FRONT PHOTOGRAPH BACK

**This is a true...

Child 1 (if applicable)

Details of person making this declaration

Family name: _____

Given names: _____

Telephone numbers: _____

Work: (area code) _____)

Home: (area code) _____)

Mobile/fax: _____

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9? _____

I declare that I have known (full name of Child 1) _____

The selected person must:

- The selected person must:
- Be an Australian citizen
- Have known you for the last year (at least)
- Not be your lawful/blood or any kind of relative
- Not be your de facto partner
- Be easily found by phone during regular working hours
- Be currently working in a position from the designated list of occupations (see the end of these instructions)

Identity declaration on the back of the photograph

On the back of the photograph, the qualifying designated person must write: "This is a true photograph of [name of applicant]" and sign below the statement. The signatures of the identity declaration and the back of your photograph must match.



The statement and signature on the back of your photograph must be neatly written in black ink. If any of them is not coherent and easily readable, your photograph might not be eligible.

PHOTO FACE UP **PHOTO FACE DOWN**

45mm

Min 32mm
Max 36mm

35mm

SIZE

Guarantor must endorse photo:

This is a true photo of

JOHN CITIZEN
(full name of applicant)

P Smith
(signature of guarantor)

3. Prepare the needed documents



Copies of the required documents must be attached to your application forms. The copies must be certified by the same qualifying professional, who has signed your photograph.

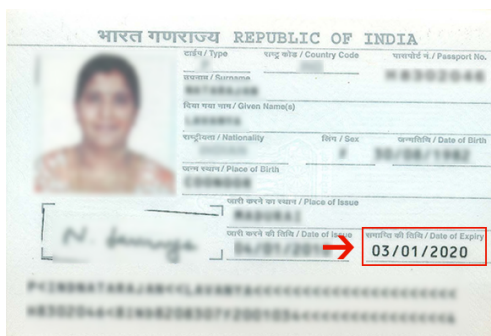
On each of the copies, the designated professional must write: “This is a certified true copy of the original as sighted by me”.

Below the statement, the selected person must write their:

- Signature
- Full names
- Occupation
- Telephone number
- Date

1. Document with your photograph and/or signature

Certified copy of your current passport



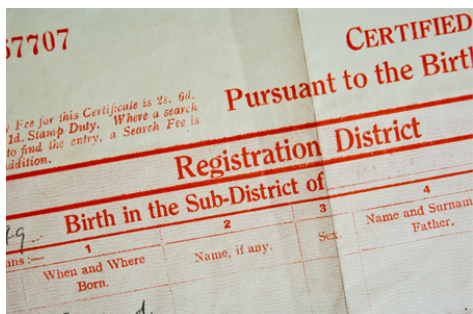
2. Evidence of your current residence

Certified copy of your rental contract



3. Birth date, name and gender evidence

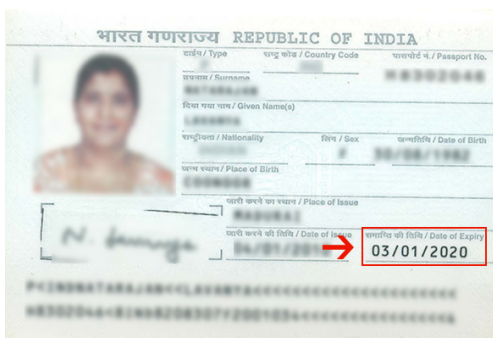
Certified copy of your birth certificate



Other documents

Official proof of your first arrival in Australia

Certified copy of your current passport



Original overseas penal clearance certificate from each of the countries where you have spent over 90 days. For more information, [click here](#).





All required documents must be in English. In case a translation is required, it must only be done by certified translators, accredited with the National Accreditation Authority of Translators and Interpreters. Visit www.naati.com.au to find the list of those translators. In case you have sent documents in foreign languages, your application may be rejected or delayed.

4. Prepare to make the required payment



The next step is to prepare the payment for your application. The government fee for the Form 1300t is **AUD 285**.

No charges apply for the NPCS form.

You need to provide your card details in Part K #47 of the Australian Immigration Form.

Take note that a surcharge may apply to payments made with credit cards.

Date of proposed departure

Length of proposed absence

46 Are you eligible for a fee exemption (if not)?

No

Yes Provide evidence as detailed in form 12596 Citizenship fees
Go to Part L – Declarations

47 How will you pay your application fee?

If applying in Australia, credit card is the preferred method of payment. If paying by bank cheque or money order please make payable to the Department of Immigration and Border Protection.

If applying from outside Australia, credit card payments or Australian dollars (AUD) bank cheques are accepted. If you do not have access to a credit card or AUD bank cheques, contact your nearest Immigration Office outside Australia to find out about alternative forms of payment.

Note: A surcharge may apply to payments made by credit card. Further information is available from www.immi.gov.au/fees-charges/how-to-pay.htm

Bank cheque

Money order

Credit card Give details below

5. Carefully review, sign and date your application



Please, review very carefully your Australian Immigration Form 1300t as well as the NPCS Application/Consent Form. Make sure all the required questions have been answered and the information provided is correct and honest. Take note that the information revision and verification is your own responsibility.

35 Please answer the following questions for yourself and any children included in your application:

(a) Have you been convicted of, or found guilty of, ANY offences overseas or in Australia (include all traffic offences which went to court, including offences declared in your permanent residence application, and any 'spent' convictions)? No Yes

(b) Have you been confined in a prison or in a psychiatric institution by order of a court made in connection with criminal proceedings overseas or in Australia? No Yes

(c) Have you consorted, or been involved in the commission of war crimes or crimes against humanity or human rights

36 Consent

- I consent to my personal information being provided to the National Police Checking Service (NPCS) for the purpose of the NPCS conducting a National Police check in relation to me as part of my application for Australian citizenship.
- I understand that this is for the purposes of assessing whether I am of good character and whether the Offences provision, as defined in section 24(6) of the Australian Citizenship Act 2007, applies to me.
- I understand that more than one police check may be requested by the department, including a further check that may be undertaken if I am not approved as an Australian citizen and I agree in support of the decision.
- I acknowledge that my personal information will be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Once done, the application is ready to be signed. Part F #36 as well as Part L #48 of your 1300t Form need to be signed. On your NPCS Form you need to sign Section 7 of Page 6. No abbreviations nor initials can be used. You must sign using your full name.

Part L – Declaration

WARNING. It is an offence under section 10 of the Australian Citizenship Act 2007 to deliberately include, or cause to include, a false or misleading statement, or conceal circumstances in relation to an application.

48 Please read the following carefully before signing. Complete this declaration if you are the main applicant and are aged 18 years or over.

- I declare that I intend to reside or continue to reside in Australia, or maintain a close and continuing association with Australia.
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- I recognise that by becoming an Australian citizen I will become a formal member of the community of the Commonwealth of Australia.
- I understand that Australian citizenship is a shared identity, a common bond which unites all Australians who respect their diversity.

Children aged under 18 years

The responsible parent is to complete the following declaration for applicants under 18 years of age.

- I declare that I am the responsible parent of the applicant(s).
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I consent to the conferral of Australian citizenship to the applicant(s) with my full acceptance of the consequences resulting from that acquired citizenship status at law.
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- I have read the information contained in form 1443 Privacy notice.
- I understand the department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1443 Privacy notice.

Signature of responsible parent: _____



If you have not signed and dated your application, it will be returned to you.

NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
(ACCREDITED AGENCIES - CUSTOMERS)

SECTION 7: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check
(BLOCK LETTERS and in BLACK INK)

_____ hereby:
Given Name (Primary) _____ Given Name (Primary)

I acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure.

Generic Application Form (Agency) v1.3

Page 6

6. Make copies of all the documents, photograph and signed application



It is strongly recommended to keep copies of the signed Form 1300t, NPCS and all the required documents and photographs for your personal records.

7. Post your application with the Department of Immigration and Border Protection (DIBP)

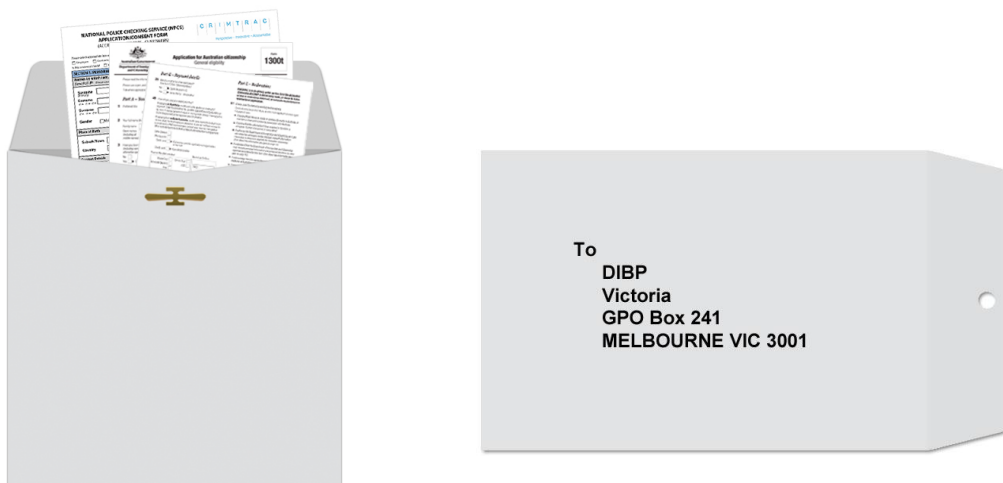


Gather the following documents and place them in a large, stapled envelope:

- Your Australian Immigration Form 1300t
- Your photograph
- Your NPCS Form
- Your certified copies

Write your name on the envelope, together with the return address and postcode. The address should be your own or where you receive your mail. Write this information in the upper left corner of the envelope.

Send your application



It is required of you to notify the DIBP of any address changes, while your application is still pending. To notify the DIBP of the changes, contact their Customer Service Center at 131 880.

Note: DIBP reserves the right to publish new and updated forms at any given moment. The forms, found on our web platform, are current as of the date they were printed. Make sure to post your application the same or the next day after you print the application from our web.

List of Qualifying Professions

People from one of following qualifying professions and occupations can certify copies of the required original documentations, complete the identity declarations and verify photographs:

1. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
2. Bailiff
3. Bank officer with 5 or more years of continuous service
4. Building society officer with 5 or more years of continuous service.
5. Chiropractor (licensed or registered)
6. Clerk of court
7. Commissioner for Affidavits
8. Commissioner for Declarations
9. Credit union officer with 5 or more years of continuous service
10. Dentist (licensed or registered)
11. Fellow of the National Tax Accountants' Association
12. Finance company officer with 5 or more years of continuous service
13. Judge of a court
14. Justice of the peace
15. Legal practitioner (licensed or registered)
16. Magistrate
17. Marriage celebrant licensed or registered under Subdivision C of Division 1 of Part IV of the Marriage Act 1961
18. Master of a court
19. Medical practitioner (licensed or registered)
20. Member of Chartered Secretaries Australia
21. Member of Engineers Australia, other than at the grade of student
22. Member of the Association of Taxation and Management Accountants
23. Member of the Australian Defence Force with 5 or more years of continuous service
24. Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
25. Member of the Parliament of the Commonwealth, a State, a Territory Legislature, or a local government authority of a State or Territory
26. Minister of religion licensed or registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
27. Nurse (licensed or registered)
28. Optometrist (licensed or registered)
29. Permanent employee of Commonwealth, State or local government authority with at least 5 or more years of continuous service
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service
31. Pharmacist (licensed or registered)
32. Physiotherapist (licensed or registered)
33. Police officer
34. Psychologist (licensed or registered)
35. Registrar, or Deputy Registrar, of a court
36. Sheriff
37. Teacher employed on a full-time basis at a school or tertiary education institution
38. Veterinary surgeon (licensed or registered).



Application for Australian citizenship
General eligibility

Please read the information pages before completing this application

Please use a pen, and write neatly in English using BLOCK LETTERS.

Tick where applicable [checked box]

Part A - Your details

1 Preferred title Mr [] Mrs [] Miss [] Ms []
Other []

2 Your full name (this will appear on your evidence of citizenship)
Family name []
Given names (including all middle names) []

3 Have you been known by any other names?
(including name at birth, previous married names, aliases, patronymic names, clan or tribal names, or alternative spellings or full spelling of all names)
No []
Yes [] Give details
Family name []
Given names []
Reason for change of name []
If you have been known by more than one other name, attach additional details on a separate sheet.

4 Sex Male [] Female [] Other []

5 Have you previously identified as being a different gender to the one selected at Question 4?
No []
Yes []

6 Date of birth DAY MONTH YEAR []

7 Have you ever had a different date of birth to the one shown at Question 6?
No []
Yes [] Different date of birth
DAY MONTH YEAR []
Reason for different date of birth []

PHOTOGRAPH
You must attach the endorsed photograph of yourself
AND
all children included in your application to this page.
Photographs must be attached individually without obscuring the image, or can be placed in a plastic sleeve and stapled to this page.

ICSE Client ID []
Box File Number []

8 Place of birth
Town/city []
State/province []
Country []

9 Residential addresses over the last 5 years
If insufficient space, attach a separate signed sheet with details
Current address
Note: You must tell the department if your address changes after you lodge this form.
[]
POSTCODE []

Previous address 1 (if applicable)
Date from DAY MONTH YEAR [] to DAY MONTH YEAR []
[]
POSTCODE []

Previous address 2 (if applicable)
Date from DAY MONTH YEAR [] to DAY MONTH YEAR []
[]
POSTCODE []

10 Current postal address
(If the same as your residential address, write 'AS ABOVE')

Note: You must tell the department if your address changes after you lodge this form.

POSTCODE

11 Telephone numbers

Work	(AREA CODE)
Home	(AREA CODE)
Mobile/cell	

12 If you are 18 years of age or over, do you have any email addresses?
(including work, business, personal, home or other emails)

Do not include migration agent email addresses.

No

Yes ► List all of your email addresses

13 Do you agree to the department communicating with you by email or other electronic means?

No

Yes ► Give details

Email address

14 Have you previously been an Australian citizen?

No

Yes ► Date you ceased to be an Australian citizen

DAY	MONTH	YEAR

15 Have you previously sat and passed the Citizenship test?

No

Yes ► Citizenship Appointment ID number

16 Do you need help with the Citizenship test?
(See *Help with the test* on page 8)

No

Yes ► Give details

17 Do you hold or have you ever held citizenship of any other country?

No

Yes ► Give details (including all current and previous citizenships)

1. Country of citizenship

Citizenship is: Current Previous

Date acquired

DAY	MONTH	YEAR

Date ended

2. Country of citizenship

Citizenship is: Current Previous

Date acquired

DAY	MONTH	YEAR

Date ended

3. Country of citizenship

Citizenship is: Current Previous

Date acquired

DAY	MONTH	YEAR

Date ended

18 List all the countries where you hold permanent residence and are not a citizen

19 Your occupation

20 Passport details

Passport number

Country of passport

Passport type: Government UN Refugee Private

Date of issue

DAY	MONTH	YEAR

Date of expiry

Issuing authority/
Place of issue as shown in your passport

21 Do you ever use Chinese Commercial Code Numbers for the name shown in the passport at Question 20?

No

Yes ► Chinese Commercial Code Numbers (in full)

22 Do you currently have, or have you ever had, any **national identity** documents or numbers (including birth registration numbers, social security cards, etc.)?

No

Yes ► Give details as they appear on the document

1. Family name
Given names
Type of document
Identity number
Country of issue

2. Family name
Given names
Type of document
Identity number
Country of issue

3. Family name
Given names
Type of document
Identity number
Country of issue

23 Date you first entered Australia as a holder of a permanent visa or were granted a permanent visa (*enter the later date*)

DAY MONTH YEAR

24 Have you ever held an Australian visa other than your current permanent visa?

No ► **Go to Question 25**

Yes ► Date your first Australian visa was granted (*if known*)

DAY MONTH YEAR

Were you in Australia at the time?

No ► Date you first arrived in Australia on that visa

DAY MONTH YEAR

Yes

25 Do you have an Australian driver licence?

No

Yes ► Give details

Australian driver licence number
Issuing state/territory

26 Do you have an Australian firearms licence?

No

Yes ► Give details

Firearms licence number
Issuing state/territory

27 Are you seeking a residence exemption or discretion? (See *Step 2 – Residence requirement* on page 2)

No

Yes ► Exemption and/or discretion you are applying under

You will need to provide a statement and attach documents to support your claim

Part B – Your children

- Provide details of your **children under 16 years of age** that you have responsibility or legal custody for, and whom you are including in this application for Australian citizenship, at Questions 28 to 30
- Provide details of all your **other children**, at Question 31
(**Note:** Details of your other children are required in this application. If these children want to apply for Australian citizenship they will need to complete their own application)

Children includes biological or adopted children, step-children, deceased children and adult children

28 Do you have any children under 16 years of age, that you have responsibility or legal custody for, and whom you are including in this application?

No ► **Go to Question 31**

Yes

Details of children included in this application

29 How many children are you including in this application?

▶ Give details of each child
If you are including more than 6 children, attach their details on a separate sheet

Child 1

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth DAY MONTH YEAR

Place of birth

Town/city

State/province

Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes ▶ Give details of change(s)
If insufficient space, attach additional details

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No ▶ Name of person whose passport they are on

Yes ▶ Give details from the child's passport/travel document
Passport number
Country of passport

Date of issue DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 2

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth DAY MONTH YEAR

Place of birth

Town/city

State/province

Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes ▶ Give details of change(s)
If insufficient space, attach additional details

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No ▶ Name of person whose passport they are on

Yes ▶ Give details from the child's passport/travel document
Passport number
Country of passport

Date of issue DAY MONTH YEAR

Date of expiry

Issuing authority/Place of issue as shown in passport

Child 3Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue Date of expiry

Issuing authority/Place of issue as shown in passport

Child 4Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue Date of expiry

Issuing authority/Place of issue as shown in passport

Child 5Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue Date of expiry

Issuing authority/Place of issue as shown in passport

Child 6Relationship to you

Child's full name

Family name Given names Name in Chinese Commercial Code Numbers *(if applicable)*Sex Male Female Other Date of birth

Place of birth

Town/city State/province Country

Has this child ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal namesNo Yes Give details of change(s)*If insufficient space, attach additional details*

Give reason for change(s)

Country of current residence

List all countries where this child holds permanent residency

Does this child have their own passport/travel document?

No Name of person whose passport they are onYes Give details from the child's passport/travel documentPassport number Country of passport Date of issue Date of expiry

Issuing authority/Place of issue as shown in passport

30 Is there a parenting order giving responsibility for any child, named in Question 29, to another person?

No

Yes Give details of the child(ren) and person(s)

Note: Documents must be provided.

Details of other children NOT included in this application

31 Do you have any other children you are NOT including in this application?

No

Yes Give details of each child

If you have more than 4 other children, attach their details on a separate sheet

Other child 1 *(not included in this application)*

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence
(if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Other child 2 *(not included in this application)*

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence
(if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Other child 3 (not included in this application)

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Other child 4 (not included in this application)

Relationship to you

Child's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

List all countries where this child holds permanent residency

Is this child included in another citizenship application?

No

Yes

Has this child ever held citizenship of any country?

No

Yes Give details (including all current and previous citizenships held)

Part C – Your parents/adoptive parents

Provide details of one parent at Question 32 and the other parent at Question 33

Parents include biological parents, adopted parents, step-parents, legal guardians and deceased parents

32 Parent 1

Relationship to you

Parent/adoptive parent's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Parent/adoptive parent's date of birth DAY MONTH YEAR

Place of birth

Town/city

State/province

Country

Has this parent/adoptive parent ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes Give details of change(s)
If insufficient space, attach additional details

Give reason for change(s)

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired (if known) DAY MONTH YEAR

Date parent/adoptive parent ceased to be an Australian citizen (if known)

Present country(s) of citizenship *(if not living, write 'DECEASED')*

Present country(s) of permanent residence

33 Parent 2

Relationship to you

Parent/adoptive parent's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Parent/adoptive parent's date of birth DAY MONTH YEAR

Place of birth

Town/city

State/province

Country

Has this parent/adoptive parent ever been known by or used any other names, dates of birth or gender?

Other names include alternative spellings, patronymic names, maiden names, clan or tribal names

No

Yes Give details of change(s)
If insufficient space, attach additional details

Give reason for change(s)

Has this parent/adoptive parent ever held Australian citizenship?

No

Yes Date acquired (if known) DAY MONTH YEAR

Date parent/adoptive parent ceased to be an Australian citizen (if known)

Present country(s) of citizenship *(if not living, write 'DECEASED')*

Present country(s) of permanent residence

Part D – Associated family

- 34** Do you have any other immediate family members whose details have not been provided in this application?

Immediate family members include full, half, adopted and step brothers and sisters, a spouse or de facto partner including if deceased

No

Yes Provide details of all other immediate family members, including those who are deceased
If you have more than 5 other immediate family members, attach their details on a separate sheet

Family member 1

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 2

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 3

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 4

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers (if applicable)

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/province

Country

Country of current residence (if not living, write 'DECEASED')

Family member 5

Relationship to you

Person's full name

Family name

Given names

Name in Chinese Commercial Code Numbers *(if applicable)*

Sex Male Female Other

Date of birth

Place of birth

Town/city

State/
province

Country

Country of current residence
(if not living, write 'DECEASED')

Part E – Identity documents

35 If you are 18 years of age or over, you must provide at least 3 documents which collectively contain your:

- photograph
- signature
- current address
- date of birth, birth name and gender.

You must also provide proof of any changes of name, if applicable and a completed *Part F – Identity declaration*.

Attach certified copies of your documents to this application.

If you do not provide these documents your application will not be accepted and will be returned to you.

Do not post original documents to the department. Bring the original documents to your appointment.

Please list the identity documents you are providing (see *Step 4 – Original documents* on page 2)

Applicants 18 years of age or over

A current document with your photograph and signature

Evidence of your current residential address

Evidence of your date of birth, birth name and any changes of name

Evidence of your identity in the community

Part F – Identity declaration

For each child in the application

Evidence of the child's date of birth and birth name

A document with the child's photograph and current name

Evidence of any changes of name, if applicable

Evidence of the child's identity in the community

Part F – Identity declaration

Part F – Identity declaration – This part is **NOT** to be completed by the applicant

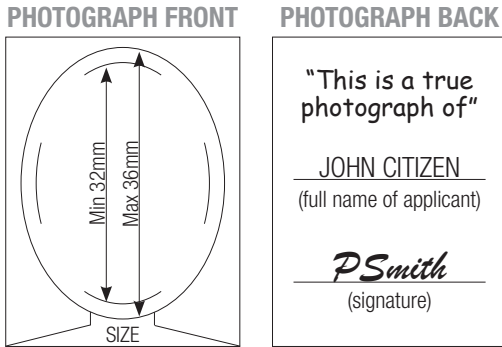
36

This part is to be completed by a person who:

- is an Australian citizen, and
- has known the applicant for at least one year, and
- is currently working in a profession or occupation listed on page 9, and
- is not related to the applicant by birth, marriage, or de facto relationship, and
- is easy to contact by telephone during normal working hours, should we need to make contact.

The person who completes this declaration must also endorse each applicant's photograph, which must be no more than 6 months old.

Example



See *Identity declaration* on page 4 for more information including photograph requirements.

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9?

I declare that I have known (full name of the applicant)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration

DAY MONTH YEAR

Date

Child 1 (if applicable)

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9?

I declare that I have known (full name of Child 1)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration

DAY MONTH YEAR

Date

Child 2 (if applicable)

Details of person making this declaration

Family name

Given names

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

Are you an Australian citizen? No Yes

What is your profession or occupation group number from page 9?

I declare that I have known (full name of Child 2)

Family name

Given names

for year(s) and vouch for his/her identity.

I have endorsed the back of his/her photograph

Signature of person making this declaration

DAY MONTH YEAR

Date

Child 3 (if applicable)**Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 3)*Family name Given names for year(s) and vouch for his/her identity.*I have endorsed the back of his/her photograph* **Signature of person making this declaration**Date **Child 4 (if applicable)****Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 4)*Family name Given names for year(s) and vouch for his/her identity.*I have endorsed the back of his/her photograph* **Signature of person making this declaration**Date **Child 5 (if applicable)****Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 5)*Family name Given names for year(s) and vouch for his/her identity.*I have endorsed the back of his/her photograph* **Signature of person making this declaration**Date **Child 6 (if applicable)****Details of person making this declaration**Family name Given names

Telephone numbers

Work (AREA CODE) Home (AREA CODE) Mobile/cell Are you an Australian citizen? No Yes What is your profession or occupation group number from page 9? *I declare that I have known (full name of Child 6)*Family name Given names for year(s) and vouch for his/her identity.*I have endorsed the back of his/her photograph* **Signature of person making this declaration**Date If more than 6 children are included in this application, please attach form 1195 *Identity declaration* for each additional child.

Part G – Travel, good character and criminal offences

37 Since the age of 18 years, have you lived or travelled outside Australia (only consider the last 10 years)?

No

Yes ► List all countries, in date order, that you have lived in or travelled to.

Include reason for travel, for example:

- work, study or training
- business
- visit family
- holiday or leisure, including visits to your country of origin
- military deployment.

Country	Date from			Date to			Reason for visit
	DAY	MONTH	YEAR	DAY	MONTH	YEAR	

38 Since the age of 18 years, have you lived or travelled outside Australia for periods totalling 12 months or more (only consider the time since you were granted an Australian permanent visa)?

No

Yes ► Provide an original penal clearance certificate from each country you have spent more than 90 days in
(See *Overseas penal clearance certificates* on page 5)

39 Please answer the following questions for yourself and any children included in your application:

- (a) Have you been convicted of, or found guilty of, ANY offences overseas or in Australia (include all traffic offences which went to court, including offences declared in your permanent residence application, and any 'spent' convictions)? No Yes
- (b) Have you been confined in a prison or in a psychiatric institution by order of a court made in connection with criminal proceedings overseas or in Australia? No Yes
- (c) Have you committed, or been involved in the commission of war crimes or crimes against humanity or human rights overseas or in Australia? No Yes
- (d) Are you presently under a probation order, good behaviour bond, on parole, released on licence or subject to periodic detention overseas or in Australia? No Yes
- (e) Are you aware of any proceedings pending against you overseas or in Australia for an offence, including proceedings by way of appeal or review? No Yes
- (f) Have you ever been involved in any activity, or been convicted of any offence, relating to the illegal movement of people to any country (including Australia)? No Yes
- (g) Have you ever been charged with any offence overseas or in Australia that is currently awaiting legal action? No Yes
- (h) Have you ever been associated with terrorist organisations or involved in acts of terrorism overseas or in Australia? No Yes
- (i) Have you ever been removed or deported from any country (including Australia)? No Yes
- (j) Have you ever been involved in activities that would represent a risk to Australian national security? No Yes

If you answered 'Yes' to any of the questions at Question 39, you must give ALL relevant details. If the matter relates to a criminal conviction, please give the nature of the offence, full details of sentence and dates of any period of imprisonment or other detention.

40 Consent

- I consent to my personal information being provided to the National Police Checking Service (NPCS) for the purpose of the NPCS conducting a National Police check in relation to me as part of my application for Australian citizenship.
- I understand that this is for the purposes of assessing whether I am of good character and whether the Offences provision, as defined in section 24(6) of the Australian Citizenship Act 2007, applies to me.
- I understand that more than one police check may be requested by the department, including a further check that may be undertaken if I am not approved as an Australian citizen and I request an appeal of the decision.
- I acknowledge that my personal information will be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.
- I acknowledge that I have read the National Police Checking Service – General Information and understand the spent convictions legislation.
- I understand that spent convictions of specific offences (10 years from the date of conviction for adults, or 5 years from the date of conviction for juvenile offenders) will be disclosed to the department by Australian police agencies for the purposes outlined above.

See www.border.gov.au/citizenship for information about good character, the Offences provision, spent convictions and the National Police Checking Service – General Information.

Signature of applicant



Date

DAY	MONTH	YEAR

Part H – Supporting documents

- 41** Do you need to provide supporting documents?
(See *Step 4 – Original documents* on page 2)

No

Yes What type of document are you attaching?

Evidence for exemptions, discretions or fee concessions	<input type="checkbox"/>
Evidence of residence for New Zealand and British migrants	<input type="checkbox"/>
Evidence for the special residence requirement	<input type="checkbox"/>
Documents relating to children	<input type="checkbox"/>

Part I – Nomination of representative

- 42** Do you want to nominate a person to make enquiries about your application on your behalf?

No **Go to Part J – Preferences for ceremony**

Yes Give details below

Nominated person

Family name

Given names

Date of birth DAY MONTH YEAR

Relationship to main applicant

Telephone numbers

Work (AREA CODE)

Home (AREA CODE)

Mobile/cell

- 43 Authority to disclose information**

I hereby authorise the Department of Immigration and Border Protection to release information about my application to the person named above. I understand that the authority will remain effective until my application is finalised and should I wish to cancel or change this authorisation I may do so by advising the department in writing.

Signature of applicant



Date DAY MONTH YEAR

Part J – Preferences for ceremony

- 44** Which Australian Citizenship Pledge would you like to make? Pledge 1 is made 'under God' and Pledge 2 is not.

Pledge 1 From this time forward, under God,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

OR

Pledge 2 From this time forward,
I pledge my loyalty to Australia and its people,
whose democratic beliefs I share,
whose rights and liberties I respect, and
whose laws I will uphold and obey.

- 45** What is the name of your local council?

- 46** If you wish to attend the ceremony with a particular person(s) who is also an applicant for Australian citizenship, give their details below.

1. Family name
Given names
Date of birth DAY MONTH YEAR

2. Family name
Given names
Date of birth DAY MONTH YEAR

- 47** The department occasionally conducts citizenship ceremonies which may attract media interest. Please tick the box below if you do not want to take part in such a ceremony.

I do not want to be involved in a ceremony
which may attract media attention

Part K – Proposed overseas travel

In some circumstances your application cannot be approved if you are outside Australia.

It is important that you notify the department of any proposed travel while your application is being processed.

48 Do you intend to spend time outside Australia within the next 12 months?

No

Yes Purpose of your proposed travel

Date of proposed departure

DAY MONTH YEAR

Length of proposed absence

Part L – Payment details

Ensure you pay the correct fee. See form 1298i *Citizenship fees* for information on fees, concessions and exemptions. Form 1298i is available from www.border.gov.au/allforms/

49 Are you eligible for a fee concession (discounted fee)?

No

Yes Provide a certified copy of both sides of your concession card and other evidence as detailed in form 1298i *Citizenship fees*

Go to Question 51

50 Are you eligible for a fee exemption (nil fee)?

No

Yes Provide evidence as detailed in form 1298i *Citizenship fees*

Go to Part M – Declaration

51 How will you pay your application fee?

If applying **in Australia**, credit card is the preferred method of payment. If paying by bank cheque or money order please make payable to the Department of Immigration and Border Protection.

If applying from **outside Australia**, credit card payments or Australian dollars (AUD) bank cheques are accepted. If you do not have access to a credit card or AUD bank cheque, contact your nearest Immigration Office outside Australia to find out about alternative forms of payment.

Note: A surcharge may apply to payments made by credit card.

Further information is available from

www.border.gov.au/trav/visa/fees/how-to-pay-for-an-application

Bank cheque

Money order

Credit card Give details below

Payment by (*tick one box*)

Australian Dollars

MasterCard <input type="checkbox"/> Diners Club <input type="checkbox"/> American Express <input type="checkbox"/> JCB <input type="checkbox"/> Visa <input type="checkbox"/>	<input type="text"/> AUD
---	-----------------------------

Credit card number

MONTH YEAR

Expiry date

 /

Cardholder's name

Telephone number

COUNTRY CODE AREA CODE NUMBER

 () ()

Address

 POSTCODE

As the cardholder I acknowledge and accept that a credit card surcharge may apply to the transaction.

Signature of cardholder

Credit card information will be used for fee paying purposes only.

Part M – Declaration

WARNING: It is an offence under section 50 of the Australian Citizenship Act 2007 to deliberately make, or cause to make, a false or misleading statement, or conceal circumstances in relation to an application.

52 Please read the following carefully before signing.

Complete this declaration if you are the main applicant and are aged 18 years or over.

- I declare that I intend to reside or continue to reside in Australia, or maintain a close and continuing association with Australia.
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- I recognise that by becoming an Australian citizen I will become a formal member of the community of the Commonwealth of Australia.
- I understand that Australian citizenship is a shared identity, a common bond which unites all Australians while respecting their diversity.
- I understand that:
 - Australian society values respect for the freedom and dignity of the individual, freedom of religion, commitment to the rule of law, parliamentary democracy, equality of men and women and a spirit of egalitarianism that embraces mutual respect, tolerance, fair play and compassion for those in need, and the pursuit of the public good
 - Australian society values equality of opportunity for individuals, regardless of their race, religion or ethnic background
 - the English language, as the national language, is an important unifying element of Australian society.
- I accept that Australian citizenship involves reciprocal rights and responsibilities. The responsibilities of citizenship include obeying Australian laws, including those relating to voting at elections and serving on a jury.
- In seeking to become an Australian citizen, I undertake to accept these responsibilities and respect the values of Australian society.
- I recognise that a prosperous, successful and peaceful Australia depends upon the support of all Australians, including me, for those things that we value and share.
- I have read the information contained in form 1442i Privacy notice.
- I understand the department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i Privacy notice.

Signature of applicant

✍️

Date

DAY	MONTH	YEAR

Children aged under 16 years

The responsible parent is to complete the following declaration for applicant(s) under 16 years of age.

- I declare that I am the responsible parent of the applicant(s).
- I declare that the information I have supplied in this form is complete, truthful and correct in every detail.
- I consent to the conferral of Australian citizenship to the applicant(s) with my full acceptance of the consequences resulting from that acquired citizenship status at law.
- I acknowledge that this application constitutes an application for evidence of Australian citizenship.
- I have read the information contained in form 1442i Privacy notice.
- I understand the department may collect, use and disclose my personal information (including biometric information and other sensitive information) as outlined in form 1442i Privacy notice.

Signature of responsible parent

✍️

Date

DAY	MONTH	YEAR

Full name of responsible parent

Telephone numbers

	COUNTRY CODE	AREA CODE	NUMBER
Work	()	()	
Home	()	()	
Mobile/cell			

We strongly advise that you keep a copy of your application and all attachments for your records.

Office use only

Name of decision maker	
Signature of decision maker	
Date	DAY / MONTH / YEAR
Approved <input type="checkbox"/>	Not approved <input type="checkbox"/> CC Ref <input type="checkbox"/>

NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
 (ACCREDITED AGENCIES - CUSTOMERS)



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Please select appropriate box only:

Employee Contractor/Consultant Volunteer Other (Please specify)

Is this a renewal check? Yes No

SECTION 1: PERSONAL INFORMATION - Use BLOCK LETTERS and black ink to complete this form. Mark check boxes with an (X)

Names by which I am, or ever have been, known including Alias (A), name change by Marriage (M) or previous name, change by Deed Poll (P) If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? Yes No

Surname (Primary) <input type="text"/>	Given Names (Primary) <input type="text"/>
Surname <input type="radio"/> A <input type="radio"/> M <input type="radio"/> P <input type="text"/>	Given Names <input type="text"/>
Surname <input type="radio"/> A <input type="radio"/> M <input type="radio"/> P <input type="text"/>	Given Names <input type="text"/>
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown/Other	Date of Birth (dd/mm/yyyy) <input type="text"/>

Place of Birth

Suburb/Town **State/Territory**
Country

Contact Details

Phone Home Work Mobile
Email

Other Details

Australian Driver's Licence No <input type="text"/>	Issued By <input type="text"/>
Firearms Licence No <input type="text"/>	State/Territory <input type="text"/>
Passport No <input type="text"/>	Passport Country <input type="text"/>
Passport Type <input type="checkbox"/> Government <input type="checkbox"/> UN Refugee <input type="checkbox"/> Private	

Permanent Residential Address Over Last Five Years

If more room is required, list on separate sheet, sign and send the sheet with this application form. Additional sheet included? Yes No

If full details of previous addresses are unavailable, details of town(s) and state(s)/territory(ies) of residence will suffice.

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

Current	Period of residence
No/Street <input type="text"/> Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	<input type="text"/> to <input type="text"/> Country <input type="text"/>
Previous (if applicable) No/Street <input type="text"/> Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	<input type="text"/> to <input type="text"/> Country <input type="text"/>
Previous (if applicable) No/Street <input type="text"/> Suburb <input type="text"/> State/Territory <input type="text"/> P'code <input type="text"/>	<input type="text"/> to <input type="text"/> Country <input type="text"/>

NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
 (ACCREDITED AGENCIES - CUSTOMERS)

SECTION 2: PROOF OF IDENTITY (100-POINT CHECK)

Important: Should the Accredited Agency apply a more rigorous proof of identity check by choosing to exceed the 100 points requirement, please refer to your information pack/instructions before continuing.

When applying for a national police history check you must provide proof of your identity with your application. You will be asked to provide personal identity documents that add up to a minimum of 100 points. The combination of documents supplied should, as a minimum, evidence your full name and date of birth. 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) and is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993". Documents must be selected from the list below.

Change of Name

If the name you use to apply for a national police history check is different from that shown on any of your personal identity documents, you must provide evidence of the name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and 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 provide in Section 1 the other names you have used.

Document Type	Document 100 points must include ONE Primary Document, or at least ONE Secondary Document which must contain a photograph	Points Value	Points Scored
Only one form of identification accepted from this category	PRIMARY <ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (Current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (Current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature) 	70	<input type="text"/>
Your initial Secondary Documents will score 40 points, any additional documents will be awarded 25 points each	SECONDARY <ul style="list-style-type: none"> • Current Licence or Permit (Government Issued) • Working With Children/Teachers Registration Card • ASIC/MSIC Card • Public Employee Photo ID Card (Government Issued) • Department of Veterans' Affairs Card • Centrelink Pensioner Concession Card or Health Care Card • Current Tertiary Education Institution Photo ID • Reference from a Doctor (must have known the applicant for a period of at least 12 months) 	40 or 25	<input type="text"/>
	<ul style="list-style-type: none"> • Foreign/International Driver's Licence • Proof of Age Card (Government Issued) • Medicare Card/Private Health Care Card • Council Rates Notice • Property Lease/Rental Agreement • Property Insurance Papers • Tax Declaration • Superannuation Statement • Seniors Card • Electoral Roll Registration • Motor Vehicle Registration or Insurance Documents • Professional or Trade Association Card 	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<ul style="list-style-type: none"> • Utility Bills (e.g. Telephone, Gas, Electricity, Water) • Credit/Debit Card • Bank Statement/Passbook 	25	<input type="text"/>

NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
 (ACCREDITED AGENCIES - CUSTOMERS)



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SPECIAL PROVISIONS ONLY TO BE USED IF 100 POINT CHECK ABOVE CANNOT BE MET			
The full 100 point check is required when the applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100	<input type="checkbox"/>
Aboriginal person or Torres Strait Islander resident in a remote area/ community	Identity of applicant ordinarily resident in an isolated area verified by TWO persons recognised as ' Community Leaders ' of the community to which the applicant belongs	100	<input type="checkbox"/>
Child Under 18	<ul style="list-style-type: none"> • Birth Certificate/Birth Extract • Australian Passport (current, or expired within the previous two years, but not cancelled) • Australian Citizenship Certificate • International Passport (current, or expired within the previous two years, but not cancelled) • Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature) <p>Or 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)</p>	100	<input type="checkbox"/>

TOTAL POINTS			
Points must equal or exceed a total of 100	Total Points Scored:		<input type="checkbox"/>

VERIFICATION - (OFFICE USE ONLY)
NOTE: To be completed by the Accredited Agency or its Customer (as defined in the CrimTrac agreement).
 I declare that I have sighted and confirmed the applicant's original or certified true copy personal identity documents and that verification has been achieved using the 100 point check. I am satisfied as to the correctness of the applicant's identity.

Signature of authorised checking officer: Date: <input type="text"/>	Printed name of authorised checking officer: <input type="text"/>
---	--

SECTION 3: ACCREDITED AGENCY DETAILS

Accredited Agency (Legal Name)	<input type="text" value="THE STATE OF WESTERN AUSTRALIA (DEPARTMENT OF EDUCATION SERVICES)"/>
ABN	<input type="text" value="86 936 328 729"/>

SECTION 4: AUTHORISATION TO DISCLOSE PERSONAL INFORMATION

Is the result of the national police history check to be forwarded/disclosed only to the accredited agency 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)	<input type="text"/>
ABN	<input type="text"/>

SECTION 5: PURPOSE OF THE NATIONAL POLICE HISTORY CHECK

Provide details of relevant position/entitlement, place of work and whether you have contact with vulnerable groups. e.g. Client Services Officer in a call centre, Janitor at a school, Nurse in an aged care facility with direct care of disabled & aged persons or Flight Attendant with direct care of children).

Position/Occupation or Entitlement	<input type="text"/>
------------------------------------	----------------------

SECTION 6: GENERAL INFORMATION

GENERAL INFORMATION

This Form is used as part of the assessment process to determine whether a person is suitable for employment or other engagement for work or other entitlements.

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. You may be required to complete another consent form in the future in relation to employment in other positions.

NATIONAL POLICE HISTORY CHECK

A national police history check is an integral part of the assessment of your suitability.

You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details in the Form.

Information extracted from this Form will be forwarded to the CrimTrac Agency and other Australian police agencies¹ for checking action. By signing this Form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to:

- a) the Accredited Agency named in Section 3 above; and
- b) where applicable the employer/organisation named in Section 4 above.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

SPENT CONVICTIONS SCHEMES

The following information is provided as general guidance and is not exhaustive.

The aim of Spent Convictions legislation² is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old the convictions are.

Each Australian police agency will apply the relevant Spent Convictions legislation/information release policy prior to disclosure.

If further information or clarification is required please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

Commonwealth

Part VIIC of the *Crimes Act 1914* (Cth) deals with aspects of the collection, use and disclosure of old conviction information. The main element of this law is a "Spent Convictions Scheme". The aim of the Scheme is to prevent discrimination on the basis of certain previous convictions, once a waiting period (usually 10 years) has passed and provided the individual has not re-offended during this period. The Scheme also covers situations where an individual has had a conviction "quashed" or has been "pardoned".

A "spent conviction" is a conviction of a Commonwealth, Territory, State or foreign offence that satisfies all of the following conditions:

- it is 10 years since the date of the conviction (or 5 years for juvenile offenders); AND
- the individual was not sentenced to imprisonment or was not sentenced to imprisonment for more than 30 months; AND
- the individual has not re-offended during the 10 years (5 years for juvenile offenders) waiting period; AND
- a statutory or prescribed exclusion does not apply. (A full list of exclusions is available from the Office of the Australian Information Commissioner).

¹ Australian Federal Police, The New South Wales Police Force, Victoria Police, Queensland Police Service, South Australia Police, Western Australia Police, Tasmania Police Service, Northern Territory Police Force.

² Applicable Spent Convictions legislation, as amended from time to time.

The law affects Commonwealth authorities in the following ways:

- a person with a conviction protected by Part VIIC does not have to disclose that conviction to any person, including a Commonwealth authority, unless an exclusion applies;
- Commonwealth authorities are prohibited from accessing, disclosing or taking into account spent convictions of Commonwealth offences.

Part VIIC and *Crimes Regulations 1990* (Cth) provide for "statutory" or "regulatory" exclusions that will prevent certain Commonwealth convictions from being spent in certain circumstances.

New South Wales

In New South Wales the *Criminal Records Act 1991* (NSW) governs the effect of a person's conviction for a relatively minor offence if the person completes a period of crime-free behaviour, and makes provision with respect to quashed convictions and pardons.

A "quashed" conviction is a conviction that has been set aside by the Court. A "pardon" means a free and absolute pardon that has been granted to a person because he/she was wrongly convicted of a Commonwealth, Territory, State or foreign offence.

In relation to NSW convictions, a conviction generally becomes a "spent conviction" if a person has had a 10-year crime-free period from the date of the conviction. However, certain convictions may not become spent. These include:

- where a prison sentence of more than 6 months has been imposed (periodic or home detention is not considered a prison sentence);
- convictions against companies and other corporate bodies;
- sexual offences pursuant to the *Criminal Records Act 1991*; and
- convictions prescribed by the Regulations.

Queensland

Under the *Criminal Law (Rehabilitation of Offenders) Act 1986* (Qld) a conviction automatically becomes spent upon completion of the prescribed (rehabilitation) period. This period is:

- 10 years for convictions of indictable offences where the offender was an adult at the time of conviction; and
- 5 years for other convictions (summary offences or where the offender was a juvenile).

Where a person is convicted of a subsequent offence (an offence other than a simple or regulatory offence) during the rehabilitation period, the period runs from the date of the subsequent conviction.

Convictions where the offender is sentenced to more than 30 months imprisonment (whether or not that sentence is suspended) are excluded from the regime.

Once the rehabilitation period has expired, it is lawful for a person to deny (including under oath) that the person has been convicted of the offence, and the conviction must be disregarded for occupational licensing purposes (subject to certain exceptions, see below). It is unlawful for any person to disclose the conviction unless:

- the convicted person consents;
- the Minister has granted a permit authorising disclosure (where there is a legitimate and sufficient purpose for disclosing);
- the disclosure is subject to an exemption.

South Australia

Release of information on a National Police Check is governed by the *Spent Convictions Act 2009* (SA). It is an offence to release information regarding the convictions of a person if those convictions are deemed to be 'spent' under the Act.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose. Eligible convictions become spent following a 10-year conviction and proven offence-free period for adults, and a 5-year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

- a formal finding of guilt by a Court;
- a finding by a Court that an offence has been proved.

Certain convictions can never be spent. These include but are not limited to:

- convictions of sex offences;
- convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.

NATIONAL POLICE CHECKING SERVICE (NPCS)

APPLICATION/CONSENT FORM

(ACCREDITED AGENCIES - CUSTOMERS)



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SECTION 6: GENERAL INFORMATION (cont)

South Australia (cont.)

Schedule 1 of the Act sets out a number of exceptions to the rule where spent convictions can be released. Some examples of this include:

- the care of children;
- the care of vulnerable people (including the aged and persons with a disability, illness or impairment);
- activities associated with statutory character tests for licensing.

Interstate offences are released in accordance with that State or Territory's spent conviction / rehabilitation legislation and policy. Intelligence-type information is not released.

Victoria Police

For the purposes of employment, voluntary work or occupational licensing/ registration, police may restrict the release of a person's police record according to the Victoria Police "Information Release Policy". If you have a police record the "Information Release Policy" may take into account the age of the police record and the purpose for which the information is being released. If 10 years have elapsed since you were last found guilty of an offence, police will, in most instances, advise that you have no disclosable court outcomes. However, a record over 10 years may be released if:

- it includes a term of imprisonment longer than 30 months;
- it includes a serious, violent or sexual offence and the check is for the purpose of working with children, elderly people or disabled people;
- it is in the interests of crime prevention or public safety.

Findings of guilt without conviction and good behaviour bonds may be released. Recent charges or outstanding matters under investigation that have not yet gone to court may also be released.

Western Australia

Under Section 7(1) of the *Spent Convictions Act 1988* (WA) only "lesser convictions" can be spent by Western Australia Police, after a time period of 10 years plus any term of imprisonment that may have been imposed. A lesser conviction is one for which imprisonment of 12 months or less, or a fine of less than \$15,000 was imposed.

All other convictions, such as "serious convictions" applicable under Section 6 of the Act can only be spent by applying to the District Court. At the time of sentencing, the Court may make a "spent conviction order" under the *Sentencing Act 1995* (WA) that the conviction is a spent conviction for the purposes of the *Spent Convictions Act 1988* (WA).

Northern Territory

Under the *Criminal Records (Spent Convictions) Act 1992* (NT), a conviction becomes spent automatically (in the case of an adult or juvenile offender convicted in a Juvenile Court) and by application to the Police Commissioner (in the case of a juvenile convicted in an adult court) upon completion of the prescribed period. The prescribed period is:

- 10 years for offences committed while an adult; and
- 5 years for offences committed as a juvenile

The period starts on completion of any sentence of imprisonment. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death).

Once a conviction becomes spent:

- a person is not required to disclose the existence of the conviction;
- questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
- it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
- spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

Australian Capital Territory

Generally, under the *Spent Convictions Act 2000* (ACT), a conviction becomes spent automatically at the completion of the prescribed (crime-free) period. This period is:

- 10 years for convictions recorded as an adult; or
- 5 years for convictions recorded as a juvenile.

The period begins to run from the date a sentence of imprisonment is completed, or, where no sentence of imprisonment is imposed, from the date of conviction. A person must not be subject to a control order or convicted of an offence punishable by imprisonment during this period. If a person is convicted of an offence, which was committed in the crime-free period, but the conviction is not incurred until after the crime-free period, the spent conviction may be revived and will not become spent again until the offender has achieved the relevant crime-free period in respect of the later offence.

The effect of conviction becoming spent is that:

- the convicted person is not required to disclose any information concerning the spent conviction;
- any question concerning criminal history is taken only to apply to unspent convictions;
- references in Acts or statutory instruments to convictions or character or fitness does not include spent convictions, and it is an offence to disclose information regarding spent convictions;
- it is unlawful for a person who has access to a person's criminal record held by a public authority to disclose a spent conviction;
- it is unlawful for a person to fraudulently or dishonestly obtain information about a spent conviction from records kept by a public authority.

Tasmania

Under the *Annulled Convictions Act 2003* (Tas) a conviction is annulled upon completion of the prescribed period of good behaviour. This period is:

- 10 years where the offender was an adult at the time of conviction; or
- 5 years where the offender was a juvenile at the time of conviction.

A person is taken to be of good behaviour for the required period if, during that period, he or she is not convicted of an offence punishable by a term of imprisonment. If the person is so convicted, the qualifying period (for the original offence) starts to run from the date of the subsequent conviction. A subsequent traffic conviction is only taken into account for prior traffic offences (except more serious traffic offences which cause injury or death).

Only "minor" convictions can become annulled. A minor conviction is a conviction other than one for which a sentence of imprisonment of more than 6 months is imposed, a conviction for a sexual offence or a prescribed conviction. A minor conviction is also annulled if the offence ceases to be an offence.

Once an offence is annulled the convicted person is not required to disclose any information concerning the spent conviction. Any question concerning criminal history is taken only to apply to unspent convictions, and references in Acts or statutory instruments to convictions or character or fitness do not include spent convictions. An annulled conviction or the non-disclosure of the annulled conviction is not grounds for refusing the person any appointment, post, status or privilege or revoking any appointment, post, status or privilege.

- a person is not required to disclose the existence of the conviction;
- questions relating to convictions and a person's criminal record will be taken only to apply to unspent convictions;
- it is unlawful for another person to disclose the existence of a spent conviction except as authorised by the Act;
- spent convictions are not to be taken account in making decisions about the convicted person's character or fitness.

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.

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

NATIONAL POLICE CHECKING SERVICE (NPCS)
APPLICATION/CONSENT FORM
 (ACCREDITED AGENCIES - CUSTOMERS)



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SECTION 7: CONSENT TO OBTAIN PERSONAL INFORMATION

National Police History Check

(BLOCK LETTERS and in BLACK INK)

I, hereby:
 Family Name (Primary) Given Names (Primary)

1. acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects "spent convictions" from disclosure;
2. understand that the position/entitlement for which I am being considered may be in a category for which exclusions from Spent Convictions legislation apply;
3. have fully 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, and is correct;
4. acknowledge that the provision of false or misleading information is a serious offence;
5. acknowledge that the Accredited Agency named in Section 3 above is collecting information in this Form to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
6. consent to:
 - (i) the CrimTrac Agency disclosing personal information about me to the Australian police agencies;
 - (ii) the Australian police agencies disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police agency concerned;
 - (iii) the CrimTrac Agency providing the information disclosed by the Australian police agencies to the Accredited Agency named in Section 3 above, in accordance with the laws of the Commonwealth; and
 - (iv) where applicable, the Accredited Agency named in Section 3 above disclosing to the employer/organisation named in Section 4 above personal information about me to assess my suitability in relation to my employment/entitlement; and
7. acknowledge that any information provided by me on this Form relates specifically to the purpose identified in Section 5 above;
8. acknowledge that any information provided by the Australian police agencies or the CrimTrac Agency, relates specifically to the purpose identified in Section 5 above;
9. acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Agency named in Section 3 above (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes; and
10. acknowledge that it is usual practice for an applicant's personal information to be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this Form, and which the CrimTrac Agency provides to the Accredited Agency named in Section 3 above, on receipt of the Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

Applicant's Signature Date

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

Parent/Guardian Signature Date

Parent/Guardian name printed in full