

Guide to Completing the NDIS Worker Screening Application Form

Before you begin

Have you read:

- [What is the NDIS Worker Screening Check? Fact Sheet](#)
- [NDIS Worker Screening in the NT Fact Sheet](#)
- [Applying for NDIS Worker Screening in the NT](#)
- [ID Requirements for NDIS Worker Screening Fact Sheet](#)
- [NDIS Worker Screening Database Fact Sheet](#)
- [Frequently Asked Questions](#)

These are available at www.pfes.nt.gov.au/NDISCheck under Resources > Fact Sheets.

IMPORTANT - You will not be able to save your form once you have started. Have the following ready before you begin completing the form.

- An email address for SAFE NT to send you correspondence
- A current Australian residential and postal address
- Details of your employer/s including their NDIS Employer ID which is needed for them to access the National Worker Screening Database (NWSD). You should ask your employer what their ID number is before you begin.
- Scanned copies of your proof of identity documentation that you will need to upload to the application form (refer to the ID Requirements for NDIS Worker Screening Fact Sheet)
- A selfie photo holding your photographic proof of identity, ready to be uploaded to the application form.
- Volunteers only** – You will need to complete the [Volunteer Declaration Form](#) and upload it to your application. This form needs to be completed by your volunteer organisation representative.

Once you have all of the above ready to go then you are ready to start filling in the application form online.



Important Information

About applying for a NDIS Worker Screening Check

By law, if you work with people with a disability funded under the National Disability Insurance Scheme for, or as, a Registered Provider, you must hold a valid NDIS Worker Screening Clearance if you are in a risk assessed role that requires more than incidental contact.

This screening check is an assessment of whether you are eligible to hold a Clearance, and will be determined through consideration of your criminal history and other available information. The information you provide and the outcome of your Worker Screening Check will be made available on the national NDIS Worker Screening Database (the database) as required by law under the *National Disability Insurance Scheme Act 2013* (Cth). The database will not include information about any criminal history you may have.

NDIS employers that are linked to you in the database will be able to see some of your information. For further details about your information and the database please refer to the NDIS Worker Screening Database Fact Sheet on the website at <https://pfes.nt.gov.au/file/download/38450>. The NDIS Commission also has further information available on the national database available at <https://www.ndiscommission.gov.au/ndis-worker-screening-database>.

If you receive your NDIS Worker Screening clearance, it will be valid for five years and fully portable to work in other Australian States and Territories.

If you are assessed as excluded from holding a clearance, the exclusion period will be for five years during which time you cannot reapply except in certain limited circumstances.

DO NOT USE THIS FORM IF

- You have previously been disqualified in this or another state due to your criminal record
- You have been excluded from holding a clearance in this or another state less than five years ago
- You have not got an NDIS employer who is able to verify your application and employment status

Fees

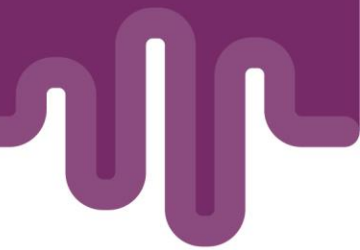
You will receive an email requesting payment after your application is reviewed with a link to a secure payment page. Payment can be made by VISA or MasterCard. Fees are subject to change.

Worker application - \$124.00

Volunteer application - \$12.00

Fees are NOT REFUNDABLE unless there was an error in the payment or duplicate payments were made.





Employer Details and Verification

You must provide your NDIS employer’s details including their NDIS Employer ID provided by the NDIS Commission. This will help us to identify the correct employer/s so that they can be notified to verify your application. If you have more than one employer, please add them all.

All employers must be registered with the NDIS Commission to have access to the National Worker Screening Database (NWSD) in order to access information about their workers and to verify applications.

There are three types of employers that you can provide details for in the application form:

Registered NDIS Providers	Some specified classes of supports provided to NDIS participants’ can only be provided by a NDIS provider that is registered with the NDIS Quality and Safeguards Commission.
Self-managed NDIS Participants	A NDIS participant that has chosen to self-manage their plan and the funding provided for their disability support services
Unregistered organisation or employer	These employers do not receive funding under NDIS but may provide some supports or services to people with a disability.

Once you have submitted your application and it has been paid for, your employer is required to verify your working relationship before your application can progress. Your employer/s will have 30 days to verify your application. If you have provided multiple employers, you only need one to verify your application.



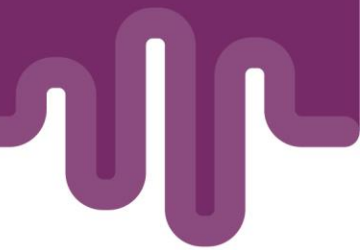
If your employer does not verify your application within the 30 day timeframe, your application will be discontinued in accordance with the *National Disability Insurance Scheme (Worker Clearance) Act 2020 (NT)*. You will be notified via email and be required to submit an application again if you still need a clearance.

Processing Delays

There are a number of factors that can impact the time it takes for you to get an outcome on your Worker Screening Check. This includes:

- If we need to clarify or request further information for your application, for example, if you have not provided the correct ID.
- If your employer does not verify your application in a timely manner (up to 30 days and will be discontinued after this time).
- If you have a criminal history that will need to be assessed for a decision to be made.
- If information about your criminal history needs to be requested from other states or territories.





- If you do not reply within a timely manner when a request for further information or payment is required.

In any of these situations you will be contacted by email.

Accessing the online form

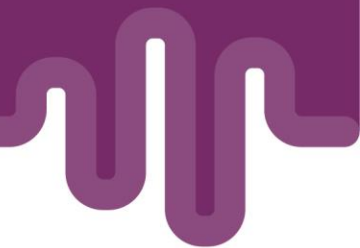
The online form is available from the SAFE NT Online Services Portal. You can access it here:

<https://forms.pfes.nt.gov.au/safent/>. If you are unable to complete an online form, please contact SAFE NT at safent.police@pfes.nt.gov.au.

Full list of acceptable ID documents

<p>Category A Documents</p> <p>Commencement of Identity (1 required)</p>	<ul style="list-style-type: none"> • Australian Birth Certificate. • Current Australian passport. • Australian Citizenship Certificate. • Australian Visa (supported by a foreign passport, which is needed for verification). • ImmiCard issued by Department of Home Affairs.
<p>Category B Documents</p> <p>Primary use in the community (1 required)</p>	<ul style="list-style-type: none"> • Current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name is claimed. • Australian Birth Certificate • Current Australian passport. • ImmiCard issued by Department of Home Affairs. • Australian marriage certificate issued by a state or territory. • Current passport issued by a country other than Australia with a valid entry stamp or visa. • Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a photo. • Current shooter or firearm licence showing a signature and photo.





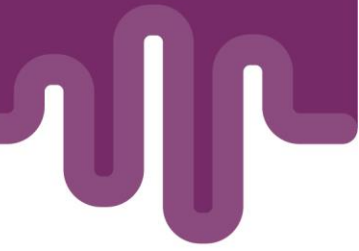
Category C Documents

Secondary use in the community

(2 required)

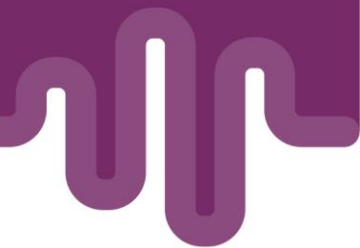
- Medicare card.
- Enrolment with the Australian Electoral Commission.
- Bank card, credit card or bank statement issued by an Australian Financial Institution (without recording the payment/card number/s).
- Australian Tax File Number.
- Local/State/territory government rates assessment notice or Australian Taxation Office assessment notice.
- Australian utility bill showing name and address.
- Australian private health insurance card.
- Australian trade association card.
- Photo identity card issued by a police force or the Australian Defence Force.
- Photo identity card issued by the Australian Government or a state or territory government (Working With Children card or a governmental occupational licence).
- Evidence of right to an Australian Government benefit (Centrelink or Veteran’s Affairs).
- Firearm licence.
- Student photo identity card.
- Certified academic transcript from an Australian university or a registered higher education provider.
- Certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia.
- Document of identity issued by Department of Foreign Affairs and Trade (DFAT) to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes.
- Convention travel document secondary (United Nations) issued by Department of Foreign Affairs and Trade (DFAT).
- Foreign Government issued identity documents (for example, drivers licence).
- Security guard or crowd control photo licence.
- Consular photo identity card issued by Department of Foreign Affairs and





	<p>Trade (DFAT).</p> <ul style="list-style-type: none">• Aviation Security Identification Card (ASIC).• Maritime Security Identification Card (MISC).• Credit reference check.
--	--





Completing the NDIS Worker Screening Application Form

National Disability Insurance Scheme (NDIS) Worker Screening Application Form
Before you begin
Worker Record
Address Details
Identity Documents
Employer Details
Self Disclosure and Criminal History

There is a navigation pane on the left hand side of the form. You can navigate to any of the pages within the form at any time. But you will not be able to submit the form unless you have all of the mandatory fields completed.

Ensure you read the first two pages of the form before you begin.

1. *National Disability Insurance Scheme (NDIS) Worker Screening Application Form* – this is the landing page for the application form and provides you with some information about NDIS Worker Screening.
2. *Before you begin* page – this has important information that you need to read and prepare before you being completing the form.

Section 1 – Worker Record

FORMID Reference Number

7-NDIS000138

This section is about gathering your details. Take note of the FORMID Reference Number. This is your application reference number and you may be asked for it if you contact SAFE NT. The number will look like this 7-NDISXXXXXX.

Application Type

Are you a worker or a volunteer?

Application Type *

- Worker - \$124.00
- Volunteer - \$12.00

Workers

If you are worker, we ask you to provide a brief description of the type of work you do.

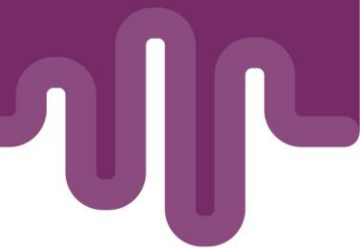
Please explain your role, the type of work you do and how much contact you have on a daily basis with people or children with a disability

Please provide information *

Volunteers

A volunteer is a person that volunteers their time to provide NDIS related support or services to people with a





disability without payment, benefit or financial gain (excluding reimbursement for out-of-pocket expenses).

If you are a volunteer you will need to complete the Volunteer Declaration Form, have your volunteer organisation complete it as well and upload it in this section of the application form.

Uploading the Volunteer Declaration Form

1. To upload the form click on the 'Upload' button.

Application Type *

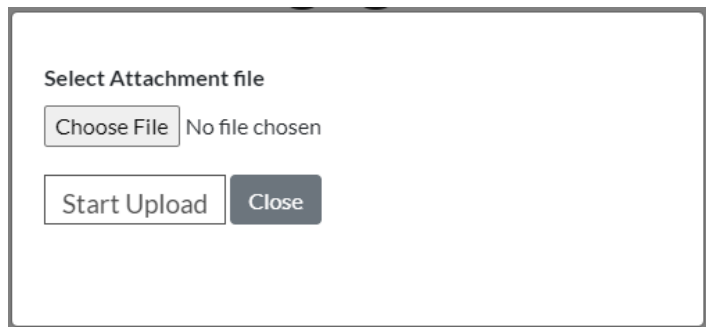
- Worker - \$124.00
- Volunteer - \$12.00

If you are a volunteer, you will also need evidence that you are a volunteer and not a paid employee. Please complete the Volunteer Declaration form available on the SAFE NT website.

Please also describe your role as a volunteer, explaining how much contact you have on a daily basis with people or children with a disability and the type of volunteer work you do

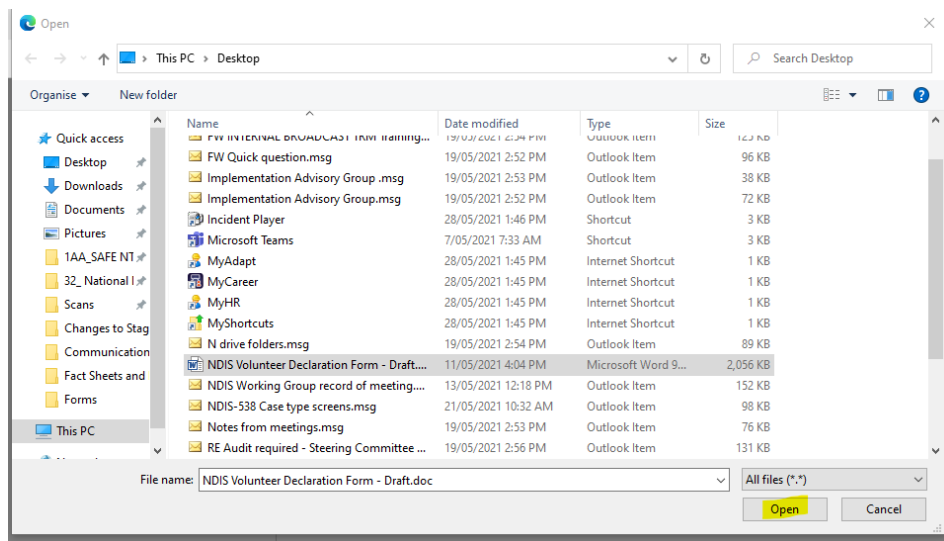
Please provide information *

2. A small pop-up window will appear (as below).



3. Click on 'Choose File'. This will open your file explorer so you can find the scanned copy of your Volunteer Declaration Form. Find the file and then click 'Open'.





4. Then click ‘Start Upload’. When it is uploaded it will take you back to the application screen and you will see the document there.

Select the Upload button below to upload the completed Volunteer Declaration form* *

[Clear content selection](#)

(NDIS Volunteer Declaration Form - Draft.doc)

[\[Open\]](#)

5. You can click on Open to make sure you have attached the correct document.

6. You can click on ‘Clear content selection’ to remove the uploaded document and start again.

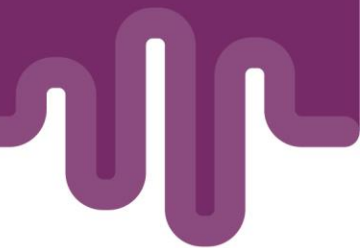
Have you got a valid Working With Children Check (Ochre Card)?

Have you got a valid Working With Children check (Ochre card)? *

- Yes
- No

If you have an Ochre Card we ask for your Ochre Card ID number and expiry date. Note the information box which advises that if you have a current ochre card this is an acceptable check for NDIS until it expires. Then you will need to apply for an NDIS Worker Screening Check.





Have you got a valid Working With Children check (Ochre card)? *

- Yes
- No



If you have a valid Working With Children Check, you are not required to continue with NDIS screening unless your card is due to expire within the next three months.

Ochre Card ID Number *

Expiry Date *

d	mm	yyyy
---	----	------



If you have a current Ochre Card that is not due to expire in the next 3 months the form will not let you continue. If your employer has asked that you still apply for a NDIS Worker Screening Check even though you have a valid Ochre Card, just select No as the answer and then you can continue with the application.

Names

You must give us your legal name. Select the appropriate title from the drop down list.

Other known alias(es)

If you are known by any other name, such as maiden name, cultural names, other married names, preferred names or aliases, please provide all of them here. You can add as many as you need. Click on the 'Add alias' button. It will open up the fields for you to fill in.

Other known alias(es)

If you are known by any other name, such as maiden name, preferred name, or other first names that you may be known as, please provide these below.

First Name

Middle Name

Last Name

Add alias

Remove alias





You can remove these entries, by selecting the small check box next to 'First Name' and then click on the 'Remove alias' button.

Date and place of birth

Please provide your date and place of birth. Please note that 'Place of birth' refers to the city/town that you were born in, not the hospital you were born.

Date of Birth *

d	mm	yyyy
---	----	------

Country of Birth *

State/Province/Region of Birth *

Place of Birth *

Contact Details

Please make sure that you enter your contact details correctly as this will be our only way of contacting you if there are any issues with your application. All correspondence will be sent to the email address you nominate, so please ensure it is correct. This includes important notifications, such as whether you can work or not, whether you are granted a clearance or excluded, for example.

Daytime Contact Number/Mobile *

Personal Email Address *





Voluntary Demographic Information

The questions in this next section are voluntary. You do not need to answer these questions if you do not want to. The information provided may be used by the NDIS Quality and Safeguards Commission for research and policy development purposes. Your information, if used, would be de-identified.

If you agree to answer the voluntary demographic questions, you need to click the check box next to the consent.

- I agree to the worker screening unit disclosing the below de-identified demographic information relating to me to the NDIS Commission. I understand that the NDIS Commission will handle the information in accordance with the Privacy Act 1988 (Cth), and the information will be used for research purposes, workforce development, service improvement and quality and safety improvements.

If you do not consent

Do not click the check box. The questions will remain greyed out and you can continue to the next section which is 'Address details'.

If you consent

The questions are:

1. Are you of indigenous origin?
2. Are you from a culturally or linguistically diverse background? If yes, please provide details.
3. Do you have a disability? If yes, please provide details.
4. What qualifications do you have?

To add a qualification click on the 'Add qualification' button. You can remove qualifications in the same way as above, by selecting the small tick box next to 'Qualification' and then clicking on the 'Remove qualification' button.





Qualification*

Level of qualification

Field of study

Institution

Date Completed

Once you have completed the Worker Record section, click on the arrow at the bottom of the screen to go to the 'Address details' section.

If you move to the next section and see the navigation pane changes to red with an exclamation mark next to it, it means you have not completed a mandatory field or there is an issue with the information you have provided. Go back and fix it or the form will not allow you to submit it.

Section 2 – Address Details

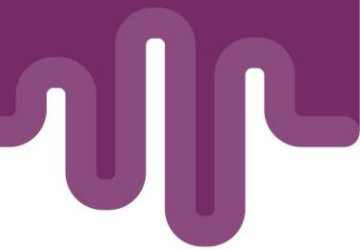
We require your current residential and postal address, as well as your previous residential addresses for the last five (5) years. You do not need to provide previous postal addresses. If you have been at your current residential address for 5 years or more, you will not need to add any other details.

If you cannot remember exact details of the history of your previous residential addresses, please include approximate years and Suburb/Town/State details.

You can check the box to use your residential address for your postal address and this will populate the information for you.

Use Residential Address as Postal Address





To add or remove address details

In the same way as other sections, you can add or remove historical residential address details.

To add, click the 'Add address' button and this will add new fields for you to fill in. You can do this as many times as you need.



To remove an address, click on the check box next to Start Date, scroll down and click the 'Remove address' button.

Historical Residential Address List

Start Date *

d	mm	yyyy
---	----	------

When you have added all the address information that is required, click on the arrow to continue to the next section of the application form.

Section 3 – Identity Documents

This section of the form is where you will upload your proof of identity documents. The ID Requirements for NDIS Worker Screening Fact Sheet provides all the information about what proof of identity documents you will need to provide.

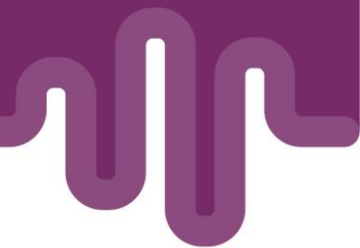
There are many sub-sections that will only become visible as you complete each step. For example, Category B will only become available once you have added an identity document for Category A, and so on.

For every identification document you are required to provide, you will need to:

- Identify the document type from the drop-down list
- Identify the issuing authority
- Provide the document number / reference number
- Upload the document

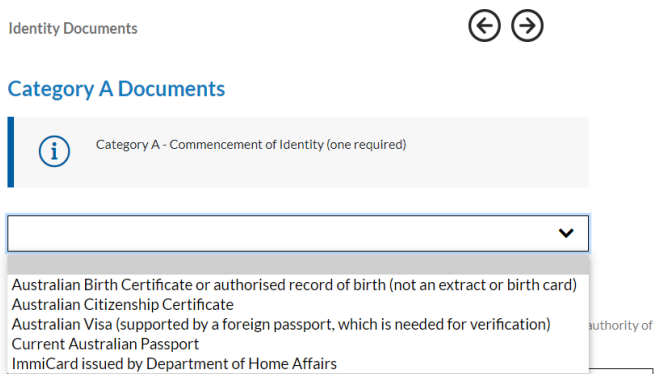
1. Select from the drop down list which type of document you are uploading. The options available in the drop down list are specific to the documents accepted under each Category; A, B or C.





Category A (1 x required)	Commencement of identity	This is normally demonstrated by a birth certificate for Australian citizens. For foreign nationals, this is demonstrated through their documented arrival in Australia.
Category B (1 x required)	Primary Use in the Community	This is about demonstrating your participation in the Australian community as well as linking the evidence to your identity through a form of ID with a photo.
Category C (2 x required)	Secondary use in the community	This is further evidence of your identity in the community.

An example of the drop down list for Category A is below.



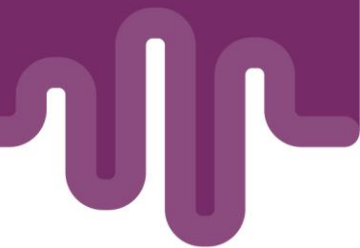
2. You will then need to provide the issuing authority for the document and the document number.

The issuing authority is the authority or organisation that has issued the identification document. For example, the issuing authority for a NT Drivers Licence will be the NT Government. Some examples of issuing authority options may include, but are not limited to:

- State or Territory governments
- Commonwealth government
- Overseas authority
- Army / Navy / Airforce / Defence Force

If you are not sure, then put other.





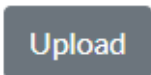
The issuing authority for the identification *

This is the authority / organisation that has issued the identification document. For example, the issuing authority of a NT drivers licence will be the NT Government

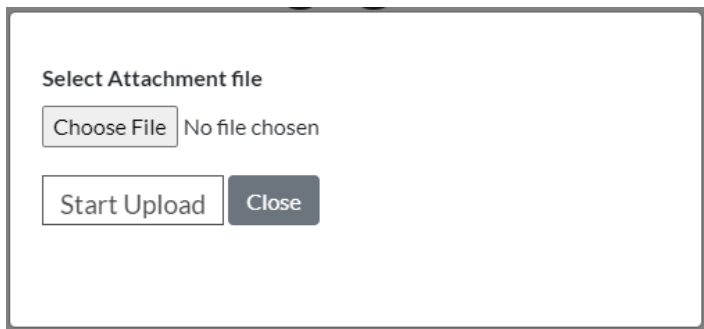
Document Number *

- 3. The important piece of information is the document number. This is like the reference number. It might be your passport number, drivers licence number, medicare card number, etc.
- 4. The next step is to upload the proof of identity document. Click the 'Upload' button.

Select the Upload Button below to upload the [Australian Birth Certificate](#) document *

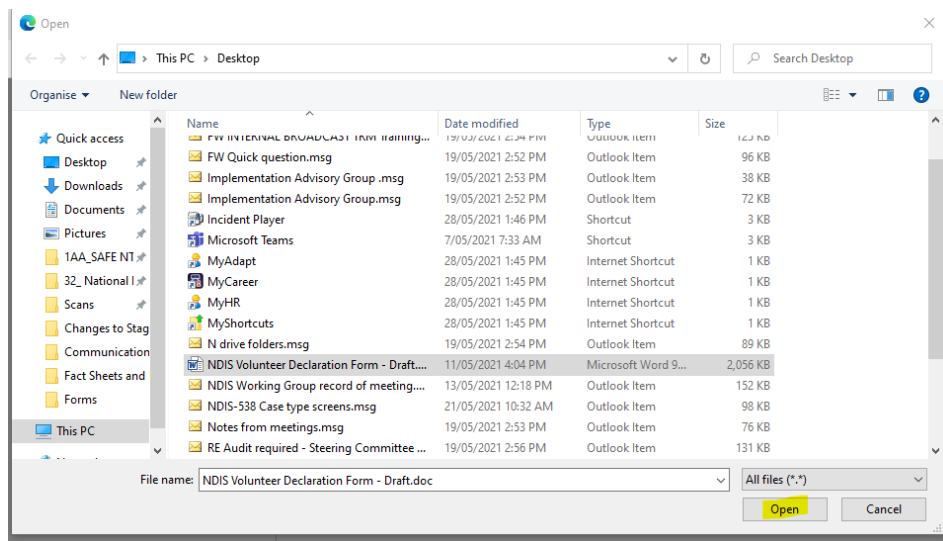
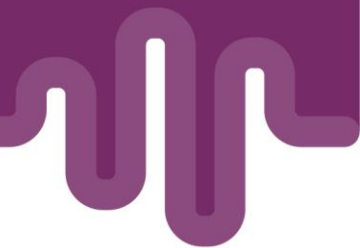


A pop-up window will appear where you can attach a file.



- 5. Click on 'Choose File'. This will open your file explorer so you can find the scanned copy of your document. Find the file and then click 'Open'.





6. Then click 'Start Upload'. When it is uploaded it will take you back to the application screen and you will see the document there.
7. When the document is successfully uploaded the next category will open up. Repeat these steps until all required documents have been uploaded. The last upload will be the selfie photo.
8. Click on the arrow to continue to the next section of the application form.



SAFE NT will review the proof of identity documents you submit to ensure that you have met the criteria, that you provided the correct ID, and that the information you provide matches the ID you provide. **Your application cannot progress and may be cancelled if you do not provide the required ID documents or if there are errors in your application form.**

Section 4 - Employer Details

You can add multiple employers and multiple employer types (registered employer / NDIS participant / unregistered) in this section. If you work for multiple employers, adding them all will increase the chances of your application being verified quickly as only one employer is required to verify.

Registered NDIS Provider

If you work for a Registered NDIS provider, this is the top option under the heading 'Employer'. Click the 'Add employer' button.





Employer



Your NDIS employer is required to verify your application. You may add multiple employers and multiple employer types (eg. A registered NDIS provider, a self-managed NDIS participant or an unregistered organisation or participant), but only one is needed to verify. Your employer/s will have 30 days to verify your application. If this time expires, we will come back to you and request updated employer details. This will start the process over again for another 30 days.

Add employer

Remove employer

This will open up the fields for you to complete. Please provide as much information as possible, but to ensure the correct employer is linked to your application, please provide the:

- NDIS Employer ID (ask your employer for this number)
- Organisation Business Name

Using the button options below you can add another Registered NDIS Provider record, remove the record you have added (check the box first) or duplicate the employer record.





Employer ID

Organisation Business Name *

ABN

Email Address

Add employer

Remove employer

Duplicate employer

NDIS Participant

If you work for a Self-Managed NDIS Participant, they may ask you to get a NDIS Worker Screening Clearance. They will be your employer for the purpose of verifying your application (although if you also work for other employers, you can add them all).

NDIS Participant

NDIS Participants nominated for verification - Complete this section if you work for a self-registered NDIS participant and they are your employer.

Participant Worker Screening Id *

Add NDIS participant

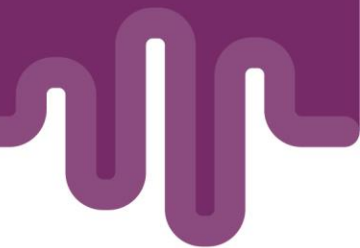
Remove NDIS participant

Duplicate NDIS participant

Click the 'Add NDIS Participant' button and this will open the field for you to complete. You can only provide the Participant Worker Screening ID Number. You need to get this from the NDIS Participant that you provide supports or services for.

Using the button options (pictured above) you can add another NDIS Participant record, remove the record you have added (check the box first) or duplicate the record.





Organisation / NDIS Participant



In most cases you should use the other two types of employers (Registered NDIS employer or NDIS Participant) as providing the ID number for the type of employer is the best way to match to the correct record in the National Database. Your employer will be required to register with the NDIS Commission in order for them to verify your identity so they should have a registered ID number to provide you with.

If you are unable to get the employer/participant ID, then you can complete this section instead. However, be aware that this may lead to delays in processing your application if the employer cannot be found. Your application may also need to be cancelled and re-submitted in this circumstance.

Click the 'Add organisation/NDIS participant' button and this will open the fields for you to complete. Provide as much information as possible to help identify the correct record in the National Database.

Organisation/NDIS participant

Unidentified organisation / NDIS participants nominated for verification - If you work for a NDIS provider or participant that is not registered, then complete this section.

Organisation/NDIS participant name *

Primary Contact Name

Email *

Phone

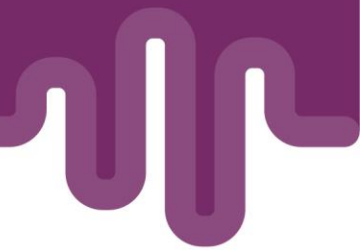
Add organisation / NDIS participant

Remove organisation / NDIS participant

Duplicate organisation / NDIS participant

Using the button options (pictured above) you can add another NDIS Participant record, remove the record you have added (check the box first) or duplicate the record.





Section 5 – Self-Disclosure and Criminal History

Self-Disclosure of Criminal History

It is a requirement under the *National Disability Insurance Scheme (Worker Clearance) Act 2020 (NT)*, that an application for a NDIS Worker Screening Clearance must disclose:

- Whether you have been refused a clearance or been unsuccessful in other working with vulnerable persons screening in Australia or internationally;
- Any international criminal history;
- Information about domestic violence orders or child protection orders;
- Any workplace misconduct findings; and
- Any other matter you consider relevant to the application.

The information you disclose will be used in the assessment of your application. It is important to answer the questions honestly. If you answer yes to any of the questions, please provide relevant information to the disclosure to assist SAFE NT in assessing your application.

Statement of Consent

To submit the application you must provide your consent to a number of provisions. Below is an explanation of what you are agreeing to.

1. I certify that I am the applicant named in this form and all the details provided by me are true and correct. I have not omitted names or aliases that I have or may have used previously. I have read and understood the contents of this form.

You are who you say you are. You aren't pretending to be someone else to get a clearance.

You have provided as much information as possible to help progress your application.

You have been honest and you understand what you are applying for and agreeing to.

2. I understand that:

- Providing false or misleading information is an offence under the *National Disability Insurance Scheme (Worker Clearance) Act 2020 (NT)*.

There may be penalties if it is found that my application contains false information or information that is misleading or not entirely true.

- Worker screening units are authorised under legislation to provide my personal information to the NDIS Commission for the purposes of the NDIS Commission undertaking its statutory functions in relation to the NDIS Worker Screening Database.





When you submit your application, all the information supplied in your application will be added to the National Worker Screening Database (NWSD). The statutory functions of the NDIS Commission include the ongoing administration of the database, providing relevant disciplinary and misconduct information to Worker Screening Units, monitoring worker and employer compliance with NDIS worker screening requirements.

- The information I have provided will continue to be included in my records on the NDIS Worker Screening Database even if I no longer work in the NDIS sector.

Once your record is in the national database it will remain there. The NDIS Worker Screening ID you will be given will be your ID for life.

Your information will remain in the database even if you no longer work in the NDIS sector. For more information on this and the National Worker Screening Database (NWSD), refer to the fact sheet on the SAFE NT website. <https://pfes.nt.gov.au/file/download/38450>

- NDIS employers will be able to access information about me on the NDIS Worker Screening Database (unless they are no longer linked to me).

An employer that is linked to you in the National Database will be able to see limited information about you such as, your Worker Screening ID, your first and last name, date of birth, your status (clearance or exclusion), the expiry date of your clearance, and your eligibility to work.

If you no longer work for an employer, you can be unlinked from them in the National Database so that they no longer have access to this information.

- Correspondence regarding this application will be sent to the email and/or postal address I have nominated on this form.

SAFE NT will use the email address and postal address you provide in the application form to send you important correspondence, such as whether you are eligible to work, whether you are cleared or excluded, etc. It is important to make sure the information you provide is correct.

- It is my responsibility to ensure all details provided are true and correct. I will notify SAFE NT if there are any changes to my personal information.

This includes contact information, employer details, and any new criminal offence charges or convictions. You must advise SAFE NT of any change in your circumstances for the period of your clearance.

- I can withdraw my application at any time until the application assessment is finalised, except when an interim bar or an intention to exclude has been issued.

You can withdraw your application unless:

- An interim bar has been issued which means you must stop working in NDIS work;
- SAFE NT is conducting an assessment that is likely to result in you being excluded from NDIS work.

- Payment will be due once my application has been reviewed by SAFE NT. The fee is non-refundable even if it





is withdrawn, cancelled, refused or prohibited.

You are acknowledging that when you submit this application that you are still required to pay the fee and that the fee is not refundable.

- If my application is rejected, I withdraw my application, surrender my clearance or if my clearance is revoked, that it is an offence to work or volunteer in employment with people with a disability.

If you do not have a NDIS Worker Screening Clearance you should not work in risk-assessed roles with people with a disability.

I consent to:

- SAFE NT seeking information from law enforcement agencies, the NDIS Commission and other organisations prescribed in the Regulations.
- Law enforcement agencies, the NDIS Commission and other organisations prescribed in the Regulations, providing information relevant to the determination of this application to SAFE NT.
- The sharing of information relating to my application between law enforcement agencies and the NDIS Commission for screening purposes for working with vulnerable people.

SAFE NT will request information about your criminal history, any disciplinary or misconduct findings in your employment, and any other information that may be relevant to the assessment of your application for a NDIS Worker Screening Check.

Under legislation and regulations, information sharing provisions allow for the above mentioned information about you to be shared between SAFE NT and law enforcement agencies around Australia, the NDIS Commission, other Worker Screening Units and any other organisation prescribed in the Regulations.

Your information will only be shared for authorised purposes connected with assessing your suitability to work with people with a disability.

Part 4 of the *National Disability Insurance Scheme (Worker Clearance) Act 2020* (NT) outlines the collection, use, storage and disclosure of your information.

- Relevant information (including the result of the screening check) being entered in a database for clearances for the NDIS.

As noted above, information provided in your application and the results of the assessment of your application will be entered into the National Worker Screening Database.

- If clearance is granted, to ongoing monitoring of my eligibility to maintain the clearance for the duration of the clearance.

A person who holds a NDIS Worker Screening Clearance is subject to ongoing monitoring of their criminal history, notifications of the NDIS Quality and Safeguards Commission, and any other information considered relevant. A person consents to this ongoing monitoring when they apply for the NDIS Worker Screening Check.





Depending on the nature of the new information, a re-assessment may be required which could lead to suspension and possible revocation of the NDIS Worker Screening Clearance.

