



SAFE NT

Save time and **APPLY ONLINE**
<https://forms.pfes.nt.gov.au/safent/>

**Northern Territory
Police Force**

Phone 1800 723 368 (1800 SAFENT)
Email safent.police@nt.gov.au (enquiries only inbox
- Applications sent via email will not be processed)
Mail SAFE NT - NT Police
GPO Box 39764 Winnellie NT 0821

Office Location
Ground Floor, 71 Smith Street Darwin
Opening Hours
Monday - Thursday 8.30am - 4.00pm
Friday 9.30am - 4.00pm



NATIONAL POLICE CHECK

Application for Criminal History Check and consent to release National Police Certificate. Please complete in **BLOCK** letters

OFFICE USE ONLY

Date Received / / CNI SPI

Receipt No Lodged at Entered

CHECK REQUIRED *(this section must be completed)*

FINGERPRINT & NAME CHECK* NAME CHECK NAME CHECK VOLUNTEER CONCESSION - Complete Section E

*You must supply your fingerprints with this application. Fingerprints can be taken at SAFE NT and some NT Police stations by appointment only. Call (08) 8985 8985 for information and bookings. Visit www.pfes.nt.gov.au/safent/ for a list of current fees.

SECTION A – DETAILS OF THE APPLICANT

Title: Mr Mrs Miss Ms Mx Dr Sex: Male Female X

Family name/surname I only have a legal single name

First given name Other given name/s

Daytime contact Mobile number

Email address

Date of birth / / (dd/mm/yyyy)

Place of birth Town / City State Country

Other Names: Have you been known by any other name? *eg. name before marriage, alias, changed by deedpoll.*

Maiden name OR Former name OR Also known as Given name/s Surname

Former name OR Also known as Given name/s Surname

Please attach a separate sheet to list other names that you have been previously known as.

Australian Postal Address *(Your National Police Certificate will be mailed to this address)*

PO Box number/Street number/Street name Suburb/town State Postcode

Please check all details, including postcode, are correct. SAFE NT takes no responsibility where undeliverable information is provided.

Current Residential Address *(must not be a PO Box or Business Address)*

(A current residential address must be supplied in order to process this application)

Street number/Street name Suburb/town State Postcode

Country

SECTION B - PREVIOUS RESIDENTIAL ADDRESSES

Please provide details of your previous residential addresses for the last 5 years only.

Street number/Street name

Suburb/town

State

Postcode

Date from: (dd/mm/yyyy)

 / /

Date to:

 / /

Country if outside Australia

Street number/Street name

Suburb/town

State

Postcode

Date from: (dd/mm/yyyy)

 / /

Date to:

 / /

Country if outside Australia

Street number/Street name

Suburb/town

State

Postcode

Date from: (dd/mm/yyyy)

 / /

Date to:

 / /

Country if outside Australia

Please attach a separate sheet if you require further space to list other previous residential addresses over the past 5 years.

SECTION C - PURPOSE OF CHECK

This section must be completed.

When compiling a National Police Certificate containing your criminal history information, NT Police conduct a national name check. If information is obtained from other police jurisdictions, the relevant legislation or policy for that jurisdiction, together with that of the Northern Territory is applied to the information before it is released. The legislation to be applied is determined by the purpose of your check, which is listed on your certificate.

What is the role you need this check for?

Please check with your employer or licensing authority if unsure

Once the certificate is issued, the purpose cannot be changed.

Provide a brief description of the work you will be doing.

SECTION D - EMPLOYER ORGANISATION / LICENCING AUTHORITY DETAILS

Name of employer organisation/licencing authority

Postal address of organisation

Daytime Contact phone number

Position title of organisation's representative (e.g. HR Manager, Licensing Board)

Please tick if you require the original results of this check to be sent directly to the organisation listed above

Note: only one certificate will be produced. Additional copies can be purchased - conditions apply.

SECTION E – VOLUNTEER ORGANISATION DETAILS

To be eligible for the Volunteer Concession fee this section must be completed by your employer/volunteer organisation.

Name of organisation

Postal address of organisation

Daytime Contact phone number.

Please tick if you require the original results of this check to be sent directly to the volunteer organisation listed above
Note: only one certificate will be produced. Additional copies can be purchased - conditions apply.

To be completed by CEO/Manager of Volunteer Organisation

I certify that the person named on this form is a registered volunteer with this organisation and will receive no payment, benefit or financial gain from the work that they undertake on our behalf.

Name/position

What is the volunteer role?

Signature

Date signed

/ / (dd/mm/yyyy)

(Must be completed no earlier than 3 months from the date of application lodgement)

SECTION F - PROOF OF IDENTITY**Proof of identity documentation**

Applicants must attach a copy of a minimum of two (2) types of acceptable identification from the list below with a minimum of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth. All ID must be in the same name or you must provide a change of name certificate. **All documents must be current or valid.**

Category A

You must have at least ONE Category A document

1. Passport (Australian/Foreign) = 70 points
2. Australian drivers licence = 40 points
3. Australian issued Firearms licence = 40 points
4. Australian evidence of age card (18+) = 40 points
5. Working with children or vulnerable person clearance = 40 points
6. Community identity card or document with photo, name and DOB from an Aboriginal Land Council = 40 points

Category B

7. Australian citizenship certificate = 70 points
8. Birth certificate = 70 points
9. Centrelink cards = 25 points
10. Government employee ID = 40 points
11. Statutory declaration as to identity containing image of applicant = 40 points
12. Medicare card = 25 points
13. Property rates notice/utilities notice (with current residential address) = 25 points
14. Bank statement (with current residential address) = 25 points

Add total points - must be 100 points or more
minimum two (2) types of acceptable identification

SECTION F - PROOF OF IDENTITY CONTINUED

Complete the following section with details from two of the documents used to verify your ID. You must include information from at least one Category A document from the list above, including licence/passport/ID number and expiry date.

Category A document. Please identify document number from list above (1–6).

Copies of all ID must be attached to this application

Passport/licence/ID number

State of Issue

Expiry Date

Country of Issue

Other document provided. Please identify document number from list above (1–15).

This can be a second Category A document.

Card/licence/membership/ID number

State of Issue

Expiry Date

Country of Issue

In certain circumstances of hardship an application may be made to SAFE NT for the ability to vary the requirement for meeting 100 points. For further information contact: safent.police@pfes.nt.gov.au

If you are under the age of 18, then one document from Group A or a statutory declaration of identity attesting that you are a current student of the school made by a Principal of that school will be sufficient to satisfy the 100 point check

SECTION G – CERTIFICATION AND STATEMENT OF CONSENT AND INDEMNITY

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.

I consent to the release of details of any convictions, or other information, including pursuant to section 15 and section 15A of the *Criminal Records (Spent Convictions) Act 1992*, convictions that are otherwise known as 'spent convictions', recorded against my name, to the person and/or organisation listed on this form.

I hereby indemnify the Northern Territory of Australia, its servants and agents including all members of Northern Territory Police against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me.

Name of applicant

Signature

Date Signed

SECTION H - LODGING YOUR APPLICATION AND PAYMENT OPTIONS

Applications that are emailed will NOT be accepted. Applications will not be processed unless payment is made.

Lodge and pay with SAFE NT**In person**

Cash, Cheque/Money Order, EFTPOS/Credit Card

SAFE NT
Ground Floor
71 Smith St, Darwin

Office hours

*Mon -Thurs 8.30am – 4.00pm
Friday only 9.30am – 4.00pm*

Via mail

Option 1 - Mail application and payment
Cheque or money order - No cash

SAFE NT
PO Box 39764
WINNELLIE NT 0821

Option 2 – Mail application and pay over the phone
Visa/Mastercard

Provide contact details below and SAFE NT will call you to take your credit card payment.

Over the phone payment for mailed applications – nominate the best contact person and contact number below.

Name of contact person

Contact number

SECTION H - LODGING YOUR APPLICATION AND PAYMENT OPTIONS CONTINUED**Lodge and pay in person with a Territory Business Centre**

Payment options are cash, credit card or EFTPOS.

<p>Darwin Building 3 Darwin Corporate Park 631 Stuart Highway Berrimah, Darwin</p> <p>Opening hours Mon – Fri 8.00am – 4.30pm</p>	<p>Katherine Big Rivers Government Centre 5 First Street Katherine</p> <p>Opening hours Mon – Fri 8.00am – 4.30pm</p>	<p>Tennant Creek Shop 2 Barkly House Cnr Davidson Street and Paterson Street Tennant Creek</p> <p>Opening hours Mon – Fri 8.00am – 4.21pm</p>	<p>Alice Springs Green Well Building 50 Bath Street Alice Springs</p> <p>Opening hours Mon – Fri 8.00am – 4.00pm</p>
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