



**Northern Territory
Police Force**

SAFE NT

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

Phone 1800 723 368 (1800 SAFENT)
Email safent.police@nt.gov.au
Mail SAFE NT - NT Police
GPO Box 39764 Winnellie NT 0821

Office Location
Ground Floor, 37 Woods Street Darwin
Opening Hours
Monday - Thursday 8.30am - 4.30pm
Friday 9.30am - 4.30pm

E

workingwithchildren CLEARANCE - APPLICATION

OFFICE USE ONLY

Date Received / / Receipt No Lodged at Entered

For applicants seeking paid employment in Child-related work. Print all responses in block letters.
All sections must be complete - insufficient information will result in the application being returned unprocessed.

SECTION A - DETAILS OF APPLICANT *(this section must be completed)*

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

Family name/surname

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 Clearance Notice and Ochre Card will be mailed to this address unless otherwise requested in section E)*

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

SECTION B - PREVIOUS RESIDENTIAL ADDRESS *(this section must be completed)*

Please list previous residential addresses **for the past 5 years**, starting with the most recent but not including your current residential address. If you cannot remember exact details, please include approximate years and town/State details. Attach a separate page if you require further space.

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

SECTION C - ATTACH PHOTO HERE

**ATTACH
PHOTO
DO NOT STAPLE**

A Clearance Notice will be accompanied by an "Ochre Card", that can be presented as evidence of the persons clearance to work in child-related employment. This card contains the holders photograph and unique Clearance Notice Number. A new photo must be provided for all new and renewal applications.

Attach a passport size and quality photo to your application. **Do not staple to the page.** See website for details on acceptable images. You do not need to attach a photo if you are lodging your application in person at SAFE NT.

SECTION D - PURPOSE OF CHECK

Application type: (tick one)

New Application **OR** Renewal Clearance Number Expiry Date

Type of employment: (tick one)

Self employed **OR** Current Employee in Child-related work **OR** Seeking employment in Child-related work

Occupation / brief description of role in child-related work

SECTION E - TEACHER REGISTRATION BOARD

Do you require registration with the NT Teacher Registration Board to work as a school teacher?

Yes (*you must sign below*) No (*go to the next section*)

By signing:

- I authorise SAFE NT to forward a National Police Certificate containing my criminal history as identified from the working with children clearance process, to the Teacher Registration Board of the Northern Territory for its consideration pursuant to the relevant provisions of the *Teacher Registration (Northern Territory) Act*; and
- I understand that failure to give authorisation may prevent me from being registered and **employed as a school Teacher**, even though I may be issued with a Clearance Notice.

Signed Date / / (dd/mm/yyyy)

Note: Consent must be given at the time of application. Retrospective notification will not be accepted.

SECTION F - EMPLOYER DETAILS

The Screening Authority may notify any person who engages you in child-related employment, if your Clearance Notice is revoked or subject to imposed conditions.

Name of employer organisation

Postal address of organisation

Daytime Contact phone number Contact name/ Title of organisations representative

SECTION F - EMPLOYER DETAILS CONTINUED

The following information is required:

By Default - Your Clearance Notice and Ochre Card will be sent directly to your personal Postal Address.
It is your responsibility to confirm details of your clearance to work with children with your employer or potential employer.

OR

Please send to my employer. *I consent to my personal information being delivered to this organisation listed.*
Note: only one Ochre Card will be produced. Additional copies can be purchased from SAFE NT - conditions apply.

NT Government Employees

Employees of the Northern Territory Government are asked to provide your AGS number. If you have more than one AGS number, please list all in the space provided.

AGS

SECTION G - 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 | <input type="checkbox"/> |
| 2. Australian drivers licence = 40 points | <input type="checkbox"/> |
| 3. Australian issued Firearms licence = 40 points | <input type="checkbox"/> |
| 4. Australian evidence of age card (18+) = 40 points | <input type="checkbox"/> |
| 5. Working with children or vulnerable person clearance = 40 points | <input type="checkbox"/> |
| 6. Community identity card or document with photo, name and DOB from an Aboriginal Land Council = 40 points | <input type="checkbox"/> |

Category B

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

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

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).

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

SECTION G - PROOF OF IDENTITY CONTINUED

In certain circumstances of hardship an application may be made to the Screening Authority 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 H - CANDIDATES/APPLICANTS DECLARATION

I certify the information contained in this application is true and correct, and that I have disclosed all names, including aliases used by me now or in the past. I am aware it is an offence to give false or misleading information.

I consent to SAFE NT conducting a Working with Children Screening check on me to determine my suitability to engage in Child-related work. I understand SAFE NT will obtain information about my criminal history and any additional information relating to that record from sources which may include courts, police, prosecution agencies or previous employers. I understand that the information obtained includes, but is not limited to, details of convictions and pending charges or information relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred.

I understand SAFE NT will make use of that information and any subsequent information about my criminal history which may be obtained to enable a full and informed assessment of risk.

Signed Date / / (dd/mm/yyyy)

SECTION I - LODGING YOUR APPLICATION FORM

- Have you completed all sections of this form?
- Have you attached copies of ID to the value of 100 points including at least one photographic ID?
- Have you attached a passport size and quality photograph of yourself (not required if lodging form in person at SAFE NT)?
- Have you decided how you will pay?

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 37 Woods St, Darwin Office hours Mon-Thurs 8.30am – 4.30pm Friday only 9.30am – 4.30pm	Via mail Send application and payment Cheque or money order No cash SAFE NT PO Box 39764 WINNELLIE NT 0821	Pay over the phone Visa/Mastercard Provide details below and SAFE NT will call you to take your credit card payment.
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Over the phone payment – nominate the best contact person and contact number below.

Name of contact person

Contact number

Lodge and pay in person with a Territory Business Centre

Payment options are cash, credit card or EFTPOS.

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