



**Police records check**  
 Consent to obtain personal information

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

Tick where applicable

*Visa details*

Visa subclass being applied for

Visa application processing office

*Personal details*

Family name (current)

All other family names used

Given names

Sex Male  Female

Date of birth  DAY MONTH YEAR / /

Town/City and country of birth

Contact phone number  AREA CODE NUMBER ( )

Driver's licence number  State/Territory

*Residential address details*

Please supply as complete a record as possible of your addresses for the last 10 years and the dates you lived at those addresses, starting from now and working backwards

1. Current

		from	to
2.		from	to
3.		from	to
4.		from	to
5.		from	to

*If insufficient space, attach additional details*

*Criminal charge, conviction or fine*

Are you the subject of any criminal charge(s) still pending before a court? Yes  No

Do you have any conviction(s) or finding(s) of guilt? Yes  No

**If you answered 'Yes' to either of the above questions, please supply details on a separate sheet of paper and attach it to this form**

**Office use only – AUSTRALIAN FEDERAL POLICE**

Not recorded  Recorded

Signature of officer

Date  DAY MONTH YEAR / /

*for Commissioner Australian Federal Police*

**Note:** As fingerprints do not accompany this request, the Australian Federal Police cannot guarantee that the information supplied herewith concerns the above named individual.

**IMMIGRATION-IN-CONFIDENCE**

(When completed)

**Commonwealth of Australia**

**Consent to obtain personal information**

(for categories where **full exclusion** has been granted from spent convictions and legislation)

I,  hereby:

(full name in BLOCK LETTERS and in ink)

- (i) acknowledge that I have read the General Information document provided with this form and understand that the entitlement for which I am being considered is in a category for which a full exclusion (see below) has been granted from the Spent Convictions Scheme, and that as a consequence I must declare all matters pending and convictions or findings of guilt that relate to me;
- (ii) certify that the personal information I have provided on both pages of this form relates to me and is correct;
- (iii) consent to the AFP or other relevant Australian Police Service(s) extracting from their records copies of traffic violations, and/or traffic records relating to me pending before the court and/or details of convictions or findings of guilt which have been recorded against me; and
- (iv) acknowledge that any information provided by me on this form or by the police as a result of the records check, may be taken into account by the Department of Immigration and Citizenship (the department) in assessing my suitability to receive the entitlement.

**WARNING:** Giving false or misleading information is a serious offence.

**Signature  
of applicant**

Date

DAY	MONTH	YEAR
/	/	

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

**Note:** The information you provide on this form and which the police provide to the department on receipt of this form, will be used only for the purpose stated above unless statutory obligations require otherwise.

**IMMIGRATION-IN-CONFIDENCE**

(When completed)

## About this form

Important – Please read this information carefully before you complete this form. Once you have completed this form we strongly advise that you keep a copy for your records.

## Police records check — consent to obtain personal information

This form is used by the Department of Immigration and Citizenship (the department) and applicants to assess whether a person is eligible for temporary or permanent residence. Unless statutory obligations require otherwise, the information provided on this form will not be used without your consent for any purpose other than for this assessment.

## Police records check

Police records checks are integral to assessing your eligibility. On this form you are asked to disclose whether you are the subject of criminal charge(s), including traffic violation(s), still pending before a court, or whether you have been the subject of criminal or traffic conviction(s) or finding(s) of guilt before a court or a traffic violation. You are not required to reveal any conviction(s), which may be protected by part VIIC of the *Crimes Act 1914*, relating to pardoned, quashed or spent convictions, except where an exclusion applied (see explanation note below).

**Unless otherwise advised by the department, a police records check is not required for persons under the age of 17 years.**

This form should be forwarded by you with a fee of AUD43.00 direct to the Australian Federal Police (AFP) at:

Criminal Records  
Australian Federal Police  
Locked Bag No 1  
WESTON ACT 2611

By submitting this form you consent to the AFP:

- disclosing criminal history information from its records to the department; and
- accessing the records of State/Territory police to obtain any criminal or traffic violation history for disclosure to the department.

**The usual processing time for records checks  
is 30 days but can take longer during busy periods.  
The AFP should not be contacted.**

## Notification of results of police records check

**Details of the results of the police records check are provided directly to the applicant. Where the check shows that the applicant has criminal history details, results will also be sent to the department.**

## Spent Convictions Scheme

On 30 June 1990, new Commonwealth legislation relating to the collection, use and disclosure of old convictions came into effect. This new law is commonly known as the Spent Conviction Scheme. Its aim is to prevent discrimination on the basis of old convictions, once a waiting period has passed and provided the individual has not re-offended. The Scheme also covers convictions that have been set aside or pardoned.

The department has been granted exclusion from the spent convictions legislation, in that all convictions, findings of guilt and pending matters may be disclosed and may be released to them for the purpose of assessing Migration Act applications.

The Attorney General, on the recommendations of the Privacy Commissioner, has granted exclusions, both partial and full, from the operation of the Scheme for several categories of entitlements.

Any one who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter at:

GPO Box 5218  
SYDNEY NSW 2001

## Provision of false or misleading information

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

It should be noted that the AFP does not assess your application but only provides the information to the department on your behalf to assist in assessing your suitability to receive the entitlement.

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

## Points to note when completing your application

For the Australian Federal Police to process a character check the application must meet the following requirements:

- applications are to be filled out in **black** pen or typed;
- a photocopy of your drivers licence or other document which carries a photograph must accompany the application;
- if you have changed your name, (by marriage, Deed Poll etc.) **all** names must be included on the form;
- applicant's signature must not be more than 3 months old;
- cheque or money order for AUD43.00 made payable to Australian Federal Police must be included with all applications and posted to:

Criminal Records  
Australian Federal Police  
Locked Bag No 1  
WESTON ACT 2611

**Note:** Failure to fulfill the required criteria will result in the form being returned for amendment.

*Home page* **www.immi.gov.au**  
*General  
enquiry line*

Telephone **131 881** during business hours in Australia to speak to an operator (recorded information available outside these hours). If you are outside Australia, please contact your nearest Australian mission.