



INSTRUCTIONS FOR COMPLETION OF THE FEDERAL POLICE CRIMINAL HISTORY CHECK

Please read carefully!

- 1.) The accompanying application form to be filled out in **BLACK** pen.
- 2.) Photocopy of **Drivers Licence** or other document, with **photograph** included must accompany this application wherever possible.
- 3.) If there has been a change of names then previous and current names must be included on the form (eg. Maiden, de facto, deed poll etc)
- 4.) Applicants' signature must not be more than 3 months old.
- 5.) Please check **Date of Birth** to see if it is the correct year.
- 6.) Check that all necessary details have been completed and that the form is signed.
- 7.) If you are **under the age of 18 years old** when filling in this form you need to have your **parent sign** in section 6.
- 8.) A **Money Order** for **AUD\$49.00** (made payable to **AIFS**) must accompany this application.
- 9.) Some sections of this form have been filled in for you; please **DO NOT** change these sections.

Please return the form to the:

Au Pair in America
AIFS Australia
PO Box 1319
Darlinghurst NSW 1300

1. Purpose of NPC

 Enter the relevant code number from the table at **Section 1: Purpose of NPC** on the Application completion Guide (e.g. Fire fighting/prevention = Code No 15)

Code Number:

19
If a code is not specified this application will be processed as a Standard Disclosure (Code 30).

If the purpose is not listed or you are unsure please ring the AFP Criminal Records Help Desk on 02 6202 3333 for assistance.

2. Applicant Details

 Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name			
All Given Names			
Date of Birth (DD/MM/YYYY)	/ /	Gender: Male	<input type="checkbox"/>
		Female:	<input type="checkbox"/>

Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll).

 If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included

Family Name: (include all name changes and maiden name)	Given Names	Date of Birth
		/ /
		/ /
Place of Birth Town		State
Country		
Telephone Numbers: Home	Work	Mobile
Australian Drivers Licence Number	Issuing State:	<input type="checkbox"/> Copy Attached

Current Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City	Post Code	
State	Country	Residency From
		/ /

Previous Residential Address – Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City	Post Code	
State	Country	Residency From
		/ /

3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
AIFS (Australia) Pty Ltd	1129	Au Pair in America

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes No If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

- (a) fingerprints taken by another police jurisdiction OR
- (b) fingerprints taken by the AFP and not charged when taken OR
- (c) fingerprints taken by the AFP and charged when taken - receipt of payment must be supplied with this form

6. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 3 – 6) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, CrimTrac, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature

Date / /

If you are under 18 years of age please provide consent below from a parent/guardian.

Parent/Guardian Signature

Date / /

Parent/Guardian name printed in full