



**AUTHORITY TO RELEASE CRIMINAL HISTORY  
AND INFORMATION HOLDINGS, INCLUDING SPENT CONVICTION**  
(Release of information to a Third Party)

Date Received:     /     /     

Receipt No. (For Contractors, FEE applies) \_\_\_\_\_

**Please Note:** This service is provided by BIRB & NTP-OIS. Turn around is within 15 working days.

**ONLY FOR USE OF**  
THE NORTHERN TERRITORY POLICE, FIRE & EMERGENCY SERVICES  
(Please tick one:)    EMPLOYEES,    VOLUNTEERS    CONTRACTORS

**Please use BLOCK LETTERS**

\* (Mr./Mrs./Miss/Ms) .....  
(Family Name)
(Given Names)

\*Maiden Name .....  
(Family Name)
(Given Names)

\*Other Name(s) .....  
 (Include any other names by which known/or previous names legally held, including name change by Deed Poll)

\*Born on ..... / ..... / ..... at ..... Sex: M / F  
(Town/City, State, Country)

\*of (Full & current Residential Address) .....  
 ..... Postcode .....

\*Telephone Number   (Work) .....   (Home) .....   (Mobile) .....

\*Periods of residence during the past five (5) years, including the Northern Territory, all Australian States and Territories and or international addresses. \*Write N/A if not applicable.

<u>Period</u>	<u>Full Address</u>
..... / ..... / ..... to ..... / ..... / .....	.....
..... / ..... / ..... to ..... / ..... / .....	.....
..... / ..... / ..... to ..... / ..... / .....	.....
..... / ..... / ..... to ..... / ..... / .....	.....

**Applicant must present the original of two of the following three identification types and have copies certified by an Authorised Officer**

- 1) Driver's Licence/18+ Card No. .... State/Territory of Issue .....
- 2) Passport No. .... Place of Issue .....
- 3) Birth Certificate/Extract No..... Place of Issue .....

**I HEREBY CONSENT** to a check of criminal records, or other information, kept by the Northern Territory Police of Australia interstate and overseas police services, and release of details of any convictions, or other information, **INCLUDING, pursuant to section 15 of the *Criminal Records (Spent Convictions) Act 1992, convictions which are "spent convictions"*** under the *Criminal Records (Spent Convictions) Act 1992*, recorded against my name, either in the Northern Territory of Australia or elsewhere.

Name and Postal Address of the Manager (NTPFES) to whom the Criminal History result is to be forwarded to:

Attn: KYM BUTLER, Facilities Manager, NT Police, Fire & Emergency Services

P O Box 39764, WINNELLIE NT 0821

For the purpose of: .....

(Position or type of work /Designation/place where work will be performed in PFES)

**\*Please Note: ( Contractors only – in addition to above, also provide required details below)**

Name and Postal Address of the Manager (Contractor) to whom the Criminal History result is to be forwarded to:

.....  
.....

**AND IN SO DOING**, hereby indemnify the Northern Territory of Australia, its servants and agents 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. (See over for Privacy Statement)

Applicant's Name: ..... Applicant's Signature: .....

Authorised Officer: (refer to the reverse page Instructions 'd' definition of Authorised Officer)

..... Signature: .....  
(Name and Designation/Rank/Reg No.)

Station/Section/Unit: ..... Telephone Number: .....

Date: ..... / ..... / .....

**INSTRUCTIONS**

Please ensure that:

- (a) All details are printed clearly in ink.
- (b) All sections of the form are completed.
- (c) No wording of this form is altered in any way.
- (d) Attend a Police Station or SAFE NT Office (Smith St. Darwin) and produce the original documents for identification purposes. No photocopied Documents or facsimiles will be accepted. If there are issues with producing the original documents, please contact NT Police, Criminal History, Warrants and Infringement Section or SAFE NT for further information.

**\* Applicant must present the original of two of the following three identification types and to be photocopied and certified as True copies by an Authorised Officer.** (Authorised Officers are NTPFES Employees and Interstate or Overseas Police Officers, or Justices of the Peace).

- 1) Driver's Licence/18+ Card
- 2) Passport
- 3) Birth Certificate /Extract

- (e) The application form is signed by the applicant in the presence of the Authorised officer.
- (f) No payment is required for NTPFES prospective employees & volunteers' applications for Criminal history check. For any further enquiries, please contact OIC Criminal History Warrant & Infringement Section on Ph: ( 08) 8922 3261 or Manager, SAFE NT on Ph: (08) 8985 8985.

**Please forward the completed application form and certified copies of ID documents to:**

Manager  
SAFE NT  
WOODS St Darwin (internal Courier) or  
PO Box 39764  
Winnellie NT 0821

## EXCLUSIONS IN RELATION TO SPENT CONVICTIONS

### Criminal Records (Spent Convictions) Act - Section 15

Section 11 and 13 of the Act do not apply in relation to the following. This means that Spent conviction is required to be disclosed for the purpose of:

- a) Applications for appointment to or employment as a Judge, Magistrate, Justice of the Peace, Police member, Prison Officer, Parole Officer, Probation Officer Youth Justice Officer, Youth Detention Centre/Worker home Detention Surveillance Officer or Community service order, Supervising Officer.
- b) Omitted
- c) Application for appointment as Fire Fighting or engage in Fire Prevention where spent conviction is with respect to offences relating to Arson or Attempted Arson.
- d) Request made by a public authority to determine whether a Person's licence, permit or registration can be granted, re-issued or revoked under the *Firearms Act*, if the Spent conviction is with respect to offence relating to Violent Offence.
- e) Considering a person's suitability to become a Juror.
- f) Disclosure of spent conviction in court, where the court is in the opinion that in the interest of justice, and at a given circumstances, spent conviction is required to be published.
- g) Person making application for an operator's or manager's licence under the *Prostitution Regulation Act* (Refer S24 (3)) are exempt with respect to any previous disqualifying offence or an attempt to commit such an offence.

### Section 15A (Exclusions in relation to Spent Records)

- 1) Section 11 and 13 also do not apply in relation to spent record of a person making an application for appointment or employment to do work principally involving the care, instruction or supervision of vulnerable persons.

### Private Security Act - Section 16

### Crimes Act - Section 85 ZZH (G)

Defence Force

## PRIVACY STATEMENT

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting information on a PF166 authority to release criminal history to ensure that the correct person is entitled to receive the criminal history report. This collection is authorised or required by the *Northern Territory Criminal Records (Spent Convictions) Act*. The information provided on this form is only used to identify the applicant for the purpose of providing a criminal history check. Failure to supply any material requested will result in your application not being processed. You can access your personal information provided in an authority to release criminal history. If you have any queries or wish to access this information, please contact NTPFES Business Information and Reporting Branch (BIRB) on 89 858930.

## ATTACH 'CERTIFIED CORRECT' PHOTOCOPY OF ORIGINAL DOCUMENT, PROOF OF IDENTIFICATION

### POLICE USE ONLY

- A name check only has been conducted within the Northern Territory.
- The above name appears / does not appear recorded.
- A fingerprint check has been conducted.
- Attach is a copy of the record.