NSW Police Force

NSW GOVERNMENT

REGISTERED ORGANISATION

NATIONAL POLICE CHECK SERVICES CONSENT FORM

Given Names		**Date of Birth**	
Surname		**Previous Surname** *Enter 'N/A' if not applicable.*	
Organisation		**Country of Birth**	
Position Title		**State / Region of Birth**	
Contact Email		**Town / City of Birth**	
Contact Number		**NSW Driver Licence / Photocard Number** *Enter 'N/A' if you have never been issued with a NSW Driver Licence or Photocard in any name.*	

Terms and Conditions

I, hereby apply, for and on behalf of the Organisation, . I certify that I am authorised to make this application on behalf of the Organisation and have the authority to bind the Organisation to the following terms and conditions, which I understand form the basis upon which registration will be granted by the NSW Police Force (NSWPF) at its discretion.

In acknowledgment of the NSWPF granting and continuing the above registration, the Registered Organisation agrees to the following:

1. Request for National Police Checks to be conducted on behalf of the Organisation solely for approved purposes which include employment, volunteering, probity, licensing, and adoption.
2. Strictly comply with all applicable State and Federal privacy legislation to maintain the confidentiality of disclosed records.
3. Not disclose any criminal record information from the National Police Check certificate to another person or organisation without prior written consent from the individual concerned, except when compelled or permitted by law.
4. Not engage in the sale or trade of criminal record information to any person or organisation under any circumstances.
5. Engage in discussions with applicants when receiving a disclosable National Police Check certificate, allowing them an opportunity to verify or dispute the information.
6. Refrain from completing and submitting a National Police Check application within the online National Police Check Portal on behalf of individual applicants.
7. Immediately report to the NSWPF of any fraudulent attempts by employees, contractors, or third parties to apply for or obtain a National Police Certificate.
8. Ensure prompt payment of NSWPF invoices within 30 days of receipt of a Tax Invoice from NSWPF.
9. Notify the NSWPF within three days of any changes to the organisation details, Authorised Representative, or Authorised dashboard users by submitting a completed P961 Change of Information form to Criminal Records.

I, , hereby provide my consent to the NSWPF to conduct a National Police Check on me for assessing my suitability to request National Police Checks on behalf of the Organisation,. I understand that this consent will remain effective until I provide written notice to the NSWPF to withdraw it.

Use "Fill & Sign" in your Adobe acrobat software. Alternatively, print then sign.

Signature **Date**

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Please forward your completed form as a PDF attachment in an email addressed to **CRRO@police.nsw.gov.au**

INTERNAL USE ONLY

Reset Form

Criminal Records Hotline 02 8835 7888
(7:30am to 4:30pm, Monday to Friday except public holidays)