

PROBITY CHECK - LICENCE APPLICATION

The Greyhound and Harness Racing Regulatory Authority has recently received an application from you to be licensed.

In order to process your application, the GHRRA require you to provide a Criminal History Record Check.

Accordingly, we now ask you to apply to the Criminal Records Section of the NSW Police for a "National Criminal History Record Check". The NSW Police have advised us of the following matters:

1. NSW Police require you to complete an application in the form of the **enclosed application form**;
2. NSW Police require you to read their document titled "Instructions to Applicants" prior to submitting your application form. **You should carefully read the instructions form which accompanies the application, particularly Section C which deals with your consent to the disclosure of your personal information to the GHRRA;**
3. Once you have read the Instructions and completed your application form, you should contact the Police Station nearest your residence to organize a time for you to lodge your application with the NSW Police;
4. The current fee that will be charged by the NSW Police for the check is \$52.00 payable at the time you submit your application at the **POLICE STATION**;
5. You are required to provide three (3) forms of identification (as listed in the instruction sheet) when lodging your application.

We understand from the NSW Police that you may elect to have the results of the Criminal Record Check forwarded directly to the GHRRA in the form of a "National Police Certificate". If you have any objection to the Certificate being forwarded directly to the GHRRA please contact the office on (02) 9722 6600.

For more information in relation to the process of obtaining criminal record checks, please visit the NSW Police Web Site at www.police.nsw.gov.au.

Please note that the GHRRA collects information about you when you submit your application for a licence. The GHRRA will use that information to assess your application and/or your ongoing status as a licensed person. To do that, the GHRRA may disclose your information to other racing bodies and other law enforcement agencies. The GHRRA may also disclose the information if the disclosure is required by law or relates to the GHRRA's supervisory functions or when you consent to disclosure of the information.

You may choose not to supply the GHRRA with the information it has requested. However, if you do not supply the information requested, the GHRRA may be unable to process your application for registration.



Application for National Criminal History Record Check: Standard disclosure

Please complete this form in black/blue ink using CAPITAL LETTERS. Mark appropriate answers with a cross (X)

A. APPLICANT DETAILS: Family Name

Contact Telephone

Given Names

Previous/Alias Family Name 1 (if applicable)

Previous/Alias Given Names 1

Previous/Alias Family Name 2 (if applicable)

Previous/Alias Given Names 2

Previous/Alias Family Name 3 (if more than 3 names refer to page 2)

Previous/Alias Given Names 3

Male Female Date of Birth d d m m y y y y

Place of Birth (Town/City)

Residential Address

Street

Suburb State Postcode

Previous Residential Address

Street

Suburb State Postcode

Proof of Identity (please refer to page 2 for acceptable forms of ID)

Driver's Licence No Issuing State

Alternate ID 1 Type ID Number

Alternate ID 2 Type ID Number

Alternate ID 3 Type ID Number

B. PURPOSE OF CHECK

Name and date of birth check Name, date of birth and fingerprint check

Employment Unallocated Visa Adoption Licensing Other (see page 2)

Specify details (e.g. type of employment, licence or visa issuing country)

C. CONSENT: I certify that I am the applicant herein and that all the details that I have provided herein are true and correct and that I have not omitted any previous names or aliases that I have used in the past and I hereby give my consent and direction as to disclosure of information in accordance with the terms set out on page 2 (Instructions for Applicants).

Name and address of person or organisation to whom National Police Certificate is to be sent:

Name

G R E Y H O U N D A N D H A R N E S S R A C I N G A U T H O R I T Y

Street

P O B O X 3 5 8

Suburb B A N K S T O W N State N S W Postcode 1 8 8 5

Applicant's Signature Date / / 2 0

D. OFFICIAL USE ONLY (Registered organisations please complete Questions 1-7, Police complete Questions 1-9)

1. ID Confirmed 2. Check Category D 3. Date / / 2 0 4. Cost Centre/ Org No.

5. Fee Category Individual Government Commercial Unallocated Core Policing

6. Station/Organisation 7. Staff No.

8. Amount Collected \$. 0 0 9. Receipt No.

Please fax completed form to Criminal Records Section on Eaglenet 54977 or (02) 92654977

INSTRUCTIONS FOR APPLICANTS

1. Ensure appropriate application form is completed:
 - Form P799 (Standard Disclosure) for general employment, visa, adoption and general licensing purposes.
 - Form P800 (Full Disclosure) for purposes exempt from the NSW Criminal Records Act 1991, including employment as a teacher or teachers aide overseas (ONLY).
2. Complete sections A, B and C in black or blue ink using BLOCK LETTERS. Place one character per space leaving a space between each word.
3. Contact the NSW Police station nearest your place of residence to organise a time and location to submit the application form. Applicants must notify police prior to attending the station if fingerprints are required for visa or adoption purposes. (Individuals applying via Registered Organisations should submit forms directly to authorised Registered Organisation personnel).
4. Present application form and three (3) types of acceptable identification to the nominated police station at the allocated time.
5. Pay the appropriate fee. Fees as at April 2005 are:
 - Name and date of birth check (\$50)
 - Name, date of birth and fingerprint check (\$170)
6. Applicants with more than three (3) previous/alias names must complete Form P826 Additional information for NCHRC purposes and present to NSW Police or Registered Organisation personnel when submitting application.

Note: Applications cannot be processed if required for child-related employment purposes. Details on obtaining a *Working with Children Check* may be obtained from the NSW Commission for Children and Young People at www.kids.nsw.gov.au

COMPLETING APPLICATION FORM:

Section A: Applicant details

Provide the following details in the spaces provided:

- Full name (including middle name), date of birth, town or city of birth and gender
- All previous names or aliases by which you are or have formerly been known, including maiden name
- Details of your current and previous residential address
- Details of identification types that confirm your identity

Applicants must list three (3) types of acceptable identification from the list below. Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth. Applicants must record in the space provided the identification type and number (if applicable). Acceptable types of identification are:

| | | | |
|-----------------------|-------------------------------------|--|--------------------------------|
| Passport | Drivers Licence | Certificate of Marriage or Change of Name | Govt issued identity card |
| Birth Certificate | Citizenship Certificate | Medicare / Private health care card | Credit card |
| Student identity card | Union/Professional membership card | Senior Citizen / Govt concession card | Rates notice |
| Govt issued license | Photographic employee identity card | Utility account (eg electricity, gas, telephone) | Govt. issued proof of age card |

Section B: Purpose of check

Applicants must:

- Select the *Name and date of birth* check box for general employment, volunteer or licensing purposes OR
- Select the *Name, date of birth and fingerprint* check box if required for visa or adoption purposes AND the overseas country or adoption organisation has requested a fingerprint check.
- Indicate whether the check is for employment, licensing, visa or adoption purposes.
- Provide specific details of the purpose of the check. For example checks for employment purposes must include the type of occupation (eg cleaner, electrician or student placement); licensing checks must nominate the type of licence (eg boat licence); visa applications must include the country for which the visa is required (eg Canada).

Section C: Consent

By completing the Consent section, the applicant agrees to the following:

"I hereby consent and do request NSW Police and other Australian police agencies to release, to the person or organisation specified herein, information held by any of them regarding any convictions, findings of guilt, either with or without conviction, and any matters still outstanding against me and any other matters deemed relevant which are recorded against me, whether in my current name or a previous name (hereinafter referred to as 'Such Information').

In consideration of carrying out my request, I hereby release and agree to fully indemnify officers of the CrimTrac Agency, other Australian police agencies and the State of New South Wales, its servants and agents including all members of the NSW Police against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by me or by any body or person by reason of or arising out of the release of Such Information.

I acknowledge that any information obtained as part of the national criminal history record check may be used by Australian police agencies for law enforcement purposes; including the investigation of any outstanding criminal offences."

Applications will not be processed if consent section is incomplete. Applicants **MUST** provide the name and address of the individual or organisation to which the National Police Certificate is to be released. No copies of the National Police Certificate will be issued.

Section D: Official use only

Items 1-7 to be completed by NSW Police or authorised Registered Organisation personnel ONLY.

1. Confirm the identity of the applicant by sighting three (3) acceptable types of identification (see above).
2. Ensure the applicant has completed the correct NCHRC application form. (see above).
3. Record the date application was processed.
4. Record the police station cost centre number or Registered Organisation customer number.
5. Select appropriate fee category. (Police must select Individual category, Registered Organisations must select Commercial).
6. Record the name of the Police Station (or Registered Organisation) at which the application was processed.
7. Record the employee number of police or Registered Organisation personnel processing application.

Items 8-9 must also be completed by NSW Police personnel when processed via a police station

8. Record the fee collected from the applicant.
9. Record the general/miscellaneous receipt number issued to the applicant.