

# Extend the period of Non-Practising Registration Application

The Board has discretion, under Regulation 15(3) of the *Teacher Registration (General) Regulations 2012*, to extend a teacher's current Non-Practising Registration, if the Board is of the opinion that there are extenuating circumstances\* to do so.

**Use this form to apply to the Board for consideration of your situation. The Board will consider your case on its merits and the specific factors surrounding your situation.**

\*The TRBWA's *Consideration of Extenuating and Exceptional Circumstances for Registration Policy* outlines the circumstances that will be considered by the Board as extenuating in relation to the extension of Non-Practising Registration. Please go to the [TRBWA website](#) for more information.

## **Continuance of registration**

If your renewal application is received at the TRBWA at least 28 days prior to your current registration expiring, your registration will continue until the TRBWA finalises your application, even if this happens beyond your registration expiry date.

If your renewal application is received less than 28 days before the expiry of your current registration, although every effort will be made, the TRBWA cannot guarantee that your application will be finalised before expiry of your registration. If your registration expires in these circumstances, you will no longer be registered and you will be unable to continue teaching in an educational venue until your application for renewal is granted. Please note that under the Act it is an offence to teach whilst unregistered.

The application date is deemed to be the date the signed and complete application is received at the TRBWA.

## Personal details

Current registration number: _____			
Title ( <input checked="" type="checkbox"/> ) <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss   Other _____			
Given name		Middle name(s)	
Family name/surname		Preferred name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of birth (dd/mm/yyyy)    /    /	
<p>Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> beside each other name).</p> <p>If more room is required, list on a separate sheet. Please sign and send the sheet with this application form. Additional sheet included?   <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<b>Address information</b>			
Current postal address (No/Street) e.g. 1 Town Street			
Country	Suburb	State	Postcode
Is this also your current residential address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Residential address (if different from postal address)			
Country	Suburb/Town/City	State	Postcode
Date resided from (dd/mm/yyyy)			
<b>Contact details</b>			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile		Landline	
Preferred email address			
Alternate email address			

Extenuating circumstances are generally those which are not reasonably foreseeable, are beyond the control of a teacher and are relevant to a teacher not being able to meet the requirements to move to Full Registration prior to the expiry of their Non-Practising Registration. These may include but are not limited to:

- serious illness of the teacher, a family member, or a person for whom the teacher is the primary carer;
- hospitalisation or an emergency that renders the teacher unable to meet their obligations;
- extended leave of absence due to reasonably unforeseeable circumstances; or
- maternity or paternity related leave.

**For the Board to consider your situation, please describe your circumstances and the reasons why you are not able to meet the requirements for Full Registration.**

**Please attach any additional pages or supporting evidence to your application to extend the period of your Non-Practising registration.**

## **Previous teaching experience (during your current period of registration)**

Please provide details of your teaching experience in the table below.

[illegible]

## Fit and Proper questions

The <i>Teacher Registration Act 2012</i> (Act) requires the TRBWA to have regard to certain matters to determine whether you are a fit and proper person to be registered. Read carefully before responding. It is an offence under the Act to provide false and misleading information to the TRBWA in order to gain registration. For more information, please refer to the Fit and Proper Policy. You are required to respond to the following questions (☑).		Yes	No
1.	During your current period of registration, have you had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country for disciplinary reasons?	<input type="checkbox"/>	<input type="checkbox"/>
2.	During your current period of registration, have you been subject to any conditions in practising the profession of teaching in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
3.	During your current period of registration, have you been refused registration, licensing or classification as a teacher in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
4.	During your current period of registration, have you been, or are you currently the subject of disciplinary action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher, including preliminary investigation, either informal or formal in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Do you have a serious medical condition, or mental or physical impairment, that adversely affects, or is likely to affect, your ability to practise as a teacher?  <b>If you have answered 'Yes' to this question, the TRBWA needs to make a determination about the extent to which your ability to practise as a teacher is, or is likely to be, adversely affected.</b>  For further information, please refer to the <a href="#">Fit and Proper Policy</a> .  Please complete and enclose the <a href="#">Medical Conditions and Impairments form</a> .	<input type="checkbox"/>	<input type="checkbox"/>
6.	During your current period of registration, have you been dismissed or resigned from teaching in response to or following allegations of misconduct in Australia or any other country?	<input type="checkbox"/>	<input type="checkbox"/>
7.	During your current period of registration, have you used any illicit drugs or engaged in any substance abuse?	<input type="checkbox"/>	<input type="checkbox"/>
8.	During your current period of registration, have you been convicted of any offences (including criminal and traffic) any overseas country?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do you have any unresolved criminal charges in any overseas country?		

If you have answered **yes** to any of these questions, you must provide **full** details in a sealed envelope marked **Private and Confidential** and posted to:

Director, Fit and Proper Assessment  
Teacher Registration Board of Western Australia  
PO Box 3019  
EAST PERTH WA 6892

This may include:

- responses to additional questions if you answered 'yes' to question 5;
- a detailed submission from you as to how the events arose, what allegations were made, any findings against you, and what you have done since;
- a Statement of Material Facts if appropriate;
- character references (particularly where the referee knows about the events leading to this situation);
- documentation showing an outcome of the matter.

Please provide sufficient information to assist the Board with their assessment of whether you are a fit and proper person to be registered.

## National criminal history checks

As part of the assessment by the TRBWA as to whether you are a fit and proper person, consideration is given to any criminal history you may have pursuant to section 24(c) of the Act.

You are required to consent to the TRBWA completing a national criminal history check. Consent is provided by completing a Nationally Coordinated Criminal History Check Application and Informed Consent Form, which can be found at the end of this application form and on the TRBWA website ([trb.wa.gov.au](http://trb.wa.gov.au)).

### Proof of identity requirements

You are required to provide **four identity documents** with your consent for a national criminal history check. The combined identity documents must contain your full name, date of birth and a photograph. If your identity documents do not include a photograph, you must submit a passport-style photograph certified by a person listed in the 'Authorised Third Parties for the Verification of Identity' information sheet which can be found at the end of this form. Please refer to the Nationally Coordinated Criminal History Check Application and Informed Consent Form for a list of documents required for the national criminal history check.

### Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. Church or celebrant-issued certificates are not accepted.

Please note, any other name variations may require evidence to support the change of name.

### Special provisions for proof of identity

There may be circumstances in which an applicant may not be able to meet the minimum proof of identity requirements. If you are unable to provide the minimum identity requirements, as listed on the Nationally Coordinated Criminal History Check Application and Informed Consent Form (found at the end of this application form), please contact the TRBWA who will assess your ability to meet the requirements and determine the most suitable method. Please email [info@trb.education.wa.edu.au](mailto:info@trb.education.wa.edu.au)

### Verification of identity

As part of the process to undertake a national criminal history check, the TRBWA is also required to verify the identity of the person making the application. This involves the comparison of the original photographic identification document provided as part of the application process with a visual comparison of the applicant.

Verification will be completed by an authorised third party on behalf of the TRBWA.

For the purposes of teacher registration, an authorised third party is an occupation or person as listed in the *Statutory Declaration Regulations 2018*. A list of authorised third parties is available in the 'Authorised Third Parties for the Verification of Identity' information sheet which can be found at the end of this form.

To verify a person's identity, the authorised third party must:

1. sight all identity documents (including the photographic identification document) used as part of this online form
2. make a face-to-face visual comparison between the person and the original photo identification document; and
3. verify through a declaration as to the person's identity.

The authorised third party is to be presented with all the original identity documents submitted as part of the application for comparison. If they are unable to establish that you are the person represented in the application, additional photo identification may be requested.

The 'Verification of identity by an authorised third party' declaration is found at the end of this form.

If you are unable to access an authorised third party to complete the identity verification process, please email [info@trb.wa.gov.au](mailto:info@trb.wa.gov.au) for further advice.

**Please note your application will not be finalised until this process has been completed.**

## Overseas criminal history checks (from a country other than Australia)

As a registered teacher, you are required to provide an overseas criminal history check (OCHC) from every country you have resided in for a cumulative<sup>1</sup> period of 12 months or more, **from 18 years of age, during your current period of registration.**

Have you resided in any country other than Australia for a cumulative <sup>1</sup> period of 12 months or more, from 18 years of age, during your current period of registration? ( <input checked="" type="checkbox"/> )	Yes	No
<b>If you have answered 'No', please proceed to the Registration Obligations section.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>If you have answered 'Yes', please proceed with the requirements below for obtaining an overseas criminal history check.</b>		

### Apply for an overseas criminal history check

While the Board will have regard to any evidence provided with respect to your overseas criminal history, in order to provide reasonable assurance concerning the validity of the check, you must obtain a check from the Board's preferred provider, AIS International.

You can apply for your overseas criminal history check via the [AIS International Applicant Portal](#). You can complete, pay and submit your application via the portal. Once submitted, you can check on the progress of your overseas criminal history check by logging into your application via the portal.

You will receive an email when the results of your overseas criminal history check are available. The results of your check will also be provided directly to the TRBWA.

**Please note, you will need to apply separately for your overseas criminal history check from AIS International.**

If you have any questions regarding your overseas criminal history check application, please contact AIS International on:

Telephone: 1300 300 007

Email: [info@aisintl.com.au](mailto:info@aisintl.com.au)

Website: [www.aisintl.com.au](http://www.aisintl.com.au)

**If AIS International does not conduct a check** for the country you resided in, the TRBWA may accept a statutory declaration. Please contact the TRBWA to request a statutory declaration.

Please do not provide your own statutory declaration or obtain one from Australia Post.

Please note, your application can be submitted without an overseas criminal history check. However, the Board generally considers an overseas criminal history check to determine whether you are a fit and proper person to be registered. Only a person(s) deemed to be fit and proper will be granted registration as a teacher.

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<sup>1</sup> Cumulative – the total time spent in each individual country within your current period of registration

Example - If you currently hold Non-Practising Registration, which was granted in 2020, and you spent 6 months in the UK in 2021 and another 6 months in 2022, the total time spent in the UK would be 12 months within your current registration period. You would, therefore, be required to provide an overseas criminal history check from the UK when you apply to extend the period of Non-Practising Registration in 2022.

## Overseas criminal history checks table

In the table below, please list every country other than Australia you have resided in for a cumulative<sup>1</sup> period of 12 months or more, from 18 years of age, during your current period of registration. For every country, please identify whether you:

- 1) have applied for an overseas criminal history check from AIS International.
- 2) have not yet applied for an overseas criminal history check for this country.
- 3) will submit a statutory declaration to the TRBWA, as an overseas criminal history check is not available from AIS International for that country.

Country	(1) I have applied for an overseas criminal history check for this country from AIS International and include the date applied below. A copy of this overseas criminal history check will be provided directly to the TRBWA by AIS International.	(2) I have not yet applied for an overseas criminal history check for this country.	(3) I have checked the list via the <a href="#">AIS International Applicant Portal</a> and an overseas criminal history check is not available for this country. *
	Date applied (DD/MM/YYYY)	If Yes, tick (☑) below	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

**\*If AIS International does not conduct checks** for the country you resided in, the TRBWA may accept a statutory declaration. Please contact the TRBWA to request a statutory declaration.

Please do not provide your own statutory declaration or obtain one from Australia Post.

<sup>1</sup> Cumulative – the total time spent in each individual country within your current period of registration

Example - If you currently hold Non-Practising Registration, which was granted in 2020, and you spent 6 months in the UK in 2021 and another 6 months in 2022, the total time spent in the UK would be 12 months within your current period of registration. You would, therefore, be required to provide an overseas criminal history check from the UK when you apply to extend the period of Non-Practising Registration in 2022.



## Registration Obligations

Registration as a teacher carries with it a number of obligations. I understand it is a requirement for me to:

- maintain my teacher registration which includes the requirement to pay an annual fee by **31 March** each year
- provide notice to the Board if I have a change of name, postal or email address within 30 days of these changes occurring (noting that failure to comply with this requirement result in a penalty fine to the maximum of \$1,000).
- provide written consent to the TRBWA, upon request, to obtain a criminal history check
- comply with any conditions placed on my registration
- continue to be a fit and proper person to be registered
- provide written notice to the TRBWA, under sections 38, 39 and 40 of the [Teacher Registration Act 2012](#) (Act):
  - of any civil proceedings which result in orders to pay damages or compensation (within 30 days)
  - if I am convicted of an offence which includes a statutory penalty of imprisonment (within 30 days)
  - about any loss of my qualifications (within 30 days)
  - if I receive a working with children interim negative notice or negative notice (within 14 days) noting that I may commit an offence if I fail to notify the TRBWA within the time specified which could result in a penalty fine to the maximum of \$5,000.

Further information about your obligations as a registered teacher can be found on the [TRBWA website](#).

## Department of Education consent (recommended)

If you provide consent, please tick (☑) the following:

- ☐ I consent to the TRBWA disclosing, to the Western Australian Department of Education, the date on which TRBWA determines that I am a fit and proper person to be registered as a teacher.

## Applicant's declaration

I, \_\_\_\_\_  
Full name  
of \_\_\_\_\_  
Address

sincerely declare that the information I have provided in this application is complete, true and correct, and I understand my obligations as a registered teacher.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

## To avoid unnecessary delays please check that your application is complete using the following checklist:

- ☐ I have completed the Nationally Coordinated Criminal History Check Application and Informed Consent Form.
- ☐ I have provided copies of sufficient identification documents required by the Nationally Coordinated Criminal History Check Application and Informed Consent Form.
- ☐ I have provided evidence supporting any change of names reflected in my application e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages.
- ☐ I have included with this application supporting evidence of my criminal history check from a country outside Australia, (if applicable).

## Lodging this application

### By email

This application form and supporting evidence may be emailed to the TRBWA at: [info@trb.education.wa.edu.au](mailto:info@trb.education.wa.edu.au).

In the subject line of the email please include the application category, your full name and registration number.

In the main body of the email, please detail all attachments that have been included with the application.

If submission by email is not practicable, please contact the TRBWA.

# NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

2019 MODEL APPLICATION AND INFORMED CONSENT FORM

# TRBWA

Teacher Registration Board  
of Western Australia

## Information about this form

### Terms used in this form

<b>Nationally coordinated criminal history check</b>	Describes both: the checking process undertaken by the ACIC and police, and the result received by the accredited body. Commonly known as a 'police check'.
<b>You/the applicant</b>	Individual seeking a nationally coordinated criminal history check.
<b>Accredited body</b>	Organisation accredited with the ACIC and responsible for submitting your nationally coordinated criminal history check.
<b>Australian Criminal Intelligence Commission (ACIC)</b>	Australian Government agency responsible for facilitating access to nationally coordinated criminal history checks.
<b>Legal entity customer</b>	Organisation the accredited body may use to collect your application, including your informed consent. This may be your employer, benefits provider or issuing body.
<b>Third party</b>	Organisation the accredited body is required by law to disclose your personal information and police information to.
<b>Personal information</b>	Information about you, including any information contained in your identity documents.
<b>Police information</b>	Information released as part of a nationally coordinated criminal history check.

### Who completes this form?

#### Accredited body

The accredited body or its legal entity customer pre-populates this form with information in these sections: **How to submit this form**, **Contact details** and **question D1**.

#### Applicant

You are required to provide your personal details and informed consent to complete this form. You must also provide your identity documents, as detailed in **Documents required**. If you are less than 18 years of age, this form must be completed by your parent or legal guardian. You are completing this form to obtain a nationally coordinated criminal history check.

### What is a nationally coordinated criminal history check?

A nationally coordinated criminal history check is conducted with your informed consent to determine your suitability for employment, a position of trust or as required by legislation. A nationally coordinated criminal history check contains your personal information, and any relevant police information about you, according to the purpose of your nationally coordinated criminal history check.

## Privacy notice

### How will my information be used?

#### The ACIC and Australian police agencies

The ACIC and Australian police agencies use the information on this form and the applicant's identity documentation:

- to disclose police information relating to you, to the accredited body named in question D1.
- to update records held about you
- for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth)

#### Accredited body

The accredited body or its legal entity customer uses the personal information collected in this application to request a nationally coordinated criminal history check and to assure itself of your identity.

The accredited body may have a legislative basis for the collection, use and disclosure of your personal information and police information to a third party. If applicable, third parties are listed in question D1. The ACIC recommends you seek more information about relevant legislation from the accredited body.

The accredited body or its legal entity customer must advise you if your personal information or police information will be transferred or supplied to a location outside Australia, known as the permitted offshore transfer arrangement. If this applies, the legal name and location of the overseas entity are listed in question D1. The ACIC recommends you seek more information from the accredited body listed in D1.

You can contact the accredited body for more information on how they handle your personal information using the contact details at the end of this section.

### How is my national coordinated criminal history check result determined?

Police information is disclosed in accordance with applicable spent conviction legislation and information release policies of the Australian Government and state and territory governments.

These links may help you source information on spent convictions:

Australian Government	<a href="http://www.legislation.gov.au">www.legislation.gov.au</a>
Australian Capital Territory	<a href="http://www.legislation.act.gov.au">www.legislation.act.gov.au</a>
New South Wales	<a href="http://www.legislation.nsw.gov.au">www.legislation.nsw.gov.au</a>
Northern Territory	<a href="http://www.legislation.nt.gov.au">www.legislation.nt.gov.au</a>
Queensland	<a href="http://www.legislation.qld.gov.au">www.legislation.qld.gov.au</a>
South Australia	<a href="http://www.legislation.sa.gov.au">www.legislation.sa.gov.au</a>
Tasmania	<a href="http://www.thelaw.tas.gov.au">www.thelaw.tas.gov.au</a>
Victoria	<a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a>
Western Australia	<a href="http://www.legislation.wa.gov.au">www.legislation.wa.gov.au</a>

### How do I dispute my result?

If you do not agree with the results of your nationally coordinated criminal history check, contact the accredited body or, if applicable, its legal entity customer, using the contact details on page 3 and tell them you want to dispute the result. The accredited body or its legal entity customer accepts and escalates all disputes.

## Providing incomplete, false or misleading information

You must take reasonable steps to ensure you provide accurate, complete and up-to-date personal information. Withholding and/or providing misleading, or false information on this form is a Commonwealth offence and you may be prosecuted under the *Criminal Code Act 1995* (Cth).

If you become aware you have provided incorrect information you must contact the accredited body as soon as possible.

## Documents required

### Minimum identity requirements

You must provide four documents with your completed form to confirm your identity:

- **one commencement of identity document** to confirm your birth in Australia or arrival in Australia
- **one primary use in the community document** to show the use of your identity in the community; and
- **two secondary use in the community documents**

The accredited body or its legal entity customer will use these documents to verify your identity with the personal information you have provided on this form. The personal information contained in your identity documents will be used to conduct a nationally coordinated criminal history check, as you consent to in Section D.

The documentation you provide must include evidence of your full name, date of birth and a photograph of you. If a photograph is not provided on the identity documents presented, a passport-style photograph certified by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) can be accepted in addition to the four required documents.

### Commencement documents

- (a) full **Australian birth certificate** (not an extract or birth card)
- (b) current **Australian passport** (not expired)
- (c) **Australian visa** current at time of entry to Australia as a resident or tourist \*
- (d) **ImmiCard** issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- (e) **certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- (f) **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (g) **certificate of evidence** of resident status.

\* A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.

### Primary documents

- a) current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- b) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c) current **passport** issued by a country other than Australia with a valid entry stamp or visa

- d) current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e) current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f) for persons under 18 years of age with no other Primary Use in Community Documents, a current **student identification card** with a signature or photo.

### Secondary documents

- a) **certificate of identity** issued by DFAT
- b) **document of identity** issued by DFAT
- c) **convention travel document secondary** (United Nations) issued by DFAT
- d) **foreign government issued documents** (for example, drivers licence)
- e) **Medicare card**
- f) **enrolment with the Australian Electoral Commission**
- g) **security guard** or **crowd control photo licence**
- h) **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs)
- i) **consular photo identity card** issued by DFAT
- j) **photo identity card** issued to an officer by a police force
- k) **photo identity card** issued by the Australian Defence Force
- l) **photo identity card** issued by the Australian Government or a state or territory government
- m) **Aviation Security Identification Card**
- n) **Maritime Security Identification card**
- o) **credit reference check**
- p) **Australian tertiary student photo identity document**
- q) **Australian secondary student photo identity document**
- r) certified **academic transcript** from an Australian university
- s) **trusted referees report**
- t) **bank card**
- u) **credit card.**

### Names

All names under which you have been or are currently known will be included on the nationally coordinated criminal history check. If you are concerned about the disclosure of details relating to your previous known names, please contact the accredited body through which you are submitting your check for a nationally coordinated criminal history check for assistance.

### Change of name

If you provide identity documents using a former name, you must provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory, in addition to your four identity documents. **Church or celebrant-issued certificates are not accepted.**

### Special provisions for proof of identity

The ACIC recognises that in exceptional circumstances you may not be able to meet the minimum proof of identity requirements. Please contact the accredited body who will assess your ability to meet the requirements and determine the most suitable method to confirm your identity.

## How to submit this form

Before submitting this form, ensure all sections are complete and that you have signed and dated the form.

Submit your completed form and identity documents using these instructions:

When you are satisfied that this application and informed consent form is complete and that you have all the required identity documentation, please scan together with the completed application form for teacher registration and email to: [info@trb.wa.gov.au](mailto:info@trb.wa.gov.au).

### Contact details

You can contact the accredited body or its legal entity customer for more information on the nationally coordinated criminal history check process, how your personal information is handled and how you can dispute your result.

#### Accredited body

Teacher Registration Board of Western Australia

#### Contact details

Telephone: 08 9223 9100  
Country callers: 1300 652 911  
Email: [info@trb.wa.gov.au](mailto:info@trb.wa.gov.au)

#### Legal entity customer (if applicable)

#### Contact details

## Section A – Personal information

### A1. Please read this before answering the following questions.

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names.

All names that you submit as part of your nationally coordinated criminal history check, will appear on the check result. If you are concerned about the disclosure of previous name, please contact the accredited body.

With each additional name you provide, you must include your family name, first given names and other given names (if applicable).

#### Example:

When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith. Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, maiden name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

**Current name:** Smith, Lucianne Jane

**Maiden name:** Jones, Lucianne Jane

**Alias name:** Smith, Lucy Jane  
**Previous name:** Jones, Lucy Jane

#### Primary name

Family name

First given name(s)

Other given name(s)

#### Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Name Type   Maiden ☐   Alias ☐   Previous ☐

#### Previous known name (if applicable)

Family name

First given name(s)

Other given name(s)

Name Type   Maiden ☐   Alias ☐   Previous ☐



If more room is required, please list on a separate sheet, sign and attach to this form.

**Additional sheet attached?** Yes ☐ No ☐

### A2. Please read this before answering the following question.

You must select the gender that best describes how you identify yourself within the community.

The gender details that you submit as part of your nationally coordinated criminal history check, will be the gender that appears on the check result.

The ACIC's processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender*. If these Guidelines affect you and you would like additional information specifically regarding this, please contact the ACIC directly at [npcs@acic.gov.au](mailto:npcs@acic.gov.au)

Your gender

M ☐ (Male)

F ☐ (Female)

X ☐ (Indeterminate/intersex/unspecified)

### A3. Please read this before answering the following questions.

If you cannot provide all these details, contact the accredited body or its legal entity customer.

Your date of birth

/	/	/
---	---	---

Your place of birth

Suburb/town

--

State/territory

--

Country

--

#### A4. Please read this before answering the following questions.

Provide your current and previous residential addresses for the past five years.

If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the organisation that gave you this form.

Current residential address

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/
------	---	---	---

Previous residential address 1

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/	To	/	/	/
------	---	---	---	----	---	---	---

Previous residential address 2

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/	To	/	/	/
------	---	---	---	----	---	---	---

Previous residential address 3

Street address			
Suburb/town			
State/territory		Postcode	
Country			

Dates residing at address:

From	/	/	/	To	/	/	/
------	---	---	---	----	---	---	---



If more room is required, please list on a separate sheet, sign and attach to this form.

**Additional sheet attached?** Yes ☐ No ☐

#### A5. Please read this before answering the following questions.

If you have an *Australian* drivers licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence.

If you have a *foreign* drivers licence and/or a firearm licence you must provide the licence number and the country that issued your licence.

If you have a passport, you must provide the passport number and the country that issued your passport.

**Drivers licence number (if available)**

--

Issued by (state/territory)

--

**Firearm licence number (if available)**

--

Issued by (state/territory)

--

**Passport number (if available)**

--

Issued by (country)

--

## Section B - Purpose of the nationally coordinated criminal history check

The purpose for your nationally coordinated criminal history check helps determine what police information is disclosed on your result.

#### B1. Please read this before answering the following question.

For question B1, provide the following information:

1. position title, occupation, volunteer role or entitlement being sought
2. proposed place of work (name of organisation or type of workplace or industry)
3. location of the role (town and state/territory)



Acronyms must not be used – except for the state/territory.

*Example:* Case worker, Youth Housing Facilities, Canberra, ACT.

*Example:* volunteer in canteen, St Bebes, Canberra, ACT

Your position title, occupation, volunteer role or entitlement

Your proposed place of work (name of organisation or type of workplace or industry)

The location of your work (town and state/territory)

## B2. Please read this before answering the following question.

For question B2, indicate whether you will have supervised/unsupervised contact with vulnerable groups as part of the role you are applying for.

### **Vulnerable groups means:**

- a child,
- an adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect.

**Contact means** direct or indirect face-to-face contact, phone contact or any type of communication over the internet.

**Supervision means** in the presence of an adult who is responsible for the safety or care of the vulnerable person.

**Unsupervised means** you will not be in the presence of an adult who is responsible for the safety or care of the vulnerable person.

Select the statement that best describes the role you are applying for:

Supervised contact with vulnerable people ☐

Unsupervised contact with vulnerable people ☒

No contact with vulnerable people ☐

## Section C – Type of nationally coordinated criminal history check

### C1. Please read this before answering the following question.

You may request a volunteer check if you will hold a position or perform a role where you will not receive any salary, benefits or financial gain. This includes students undertaking compulsory vocational placements.

Volunteer check type must not be selected for the Australian Government's Work for the Dole Scheme.

**You must be able to validate the charity organisation or volunteer position to support your selection of the volunteer type.**

What is the check type?

Standard ☒

Volunteer ☐

## Section D – Informed consent

### **What is informed consent?**

Your informed consent is needed before an accredited body can request a nationally coordinated criminal history check for you.

Your informed consent means you:

- have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed
- provide your permission for the accredited body to request a nationally coordinated criminal history check on your behalf
- provide your permission for the accredited body to disclose your information to any organisation listed in D1 of this form.

### **How do I provide my informed consent?**

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in question D2 and, where required, get clarification from the accredited body or its legal entity customer, to ensure complete understanding. You must then sign and date this form at D2, to give your informed consent.

### **Important: Please read this information about question D1.**

The accredited body is required to complete the details at D1 before providing the form to you.

D1 provides the details of the organisations to whom your personal and police information will be disclosed to.

In question D2, you will provide your informed consent for your personal and police information to be disclosed to the ACIC, Australian police agencies, law enforcement agencies, and any organisations detailed in question D1.

### **D1. Organisations to whom the applicant's personal and police information will be disclosed**

#### **Accredited Body**

Accredited body (legal name)

Teacher Registration Board of Western Australia

Address

151 Royal Street, EAST PERTH, WA 6004

Preferred contact details

08 9223 9100

ABN

69769481770

#### **Legal entity customer or related government entity**

Legal entity customer or related government entity (legal name)

Address

Preferred contact details

ABN

**Third parties (as required by law)**

Third party 1 (legal name)

ABN

Third party 2 (legal name)

ABN

**Permitted offshore transfer arrangements**

Overseas entity (legal name)

Location (Country)



If more room is required, please list on a separate sheet, sign and attach to this form.

**Additional sheet attached?** Yes ☐ No ☐

**D2. Please read this before answering the following question.**

You must provide your name, read each statement carefully and then print your name, sign and date to provide your informed consent.

**Applicant's consent to submit a nationally coordinated criminal history check**

I,

Family name

First given name(s)

Other given name(s)

1. acknowledge that I/the applicant understand the information on this form.
2. acknowledge that the accredited body named in D1 is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a nationally coordinated criminal

history check to be conducted for the purpose outlined in Section B of this form.

3. have fully and accurately completed this form, and the personal information I/the applicant, have provided relates to me/the applicant, and contains the full name and all names previously used by me/the applicant.
4. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
5. acknowledge that personal information that I/the applicant provided on this form and on the supplied identity documents may be disclosed to the accredited body named in Section D of this form (including contractors, legal entity customers, related bodies or third parties named in D1 of this form in Australia or overseas, if applicable).
6. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my/the applicant's risk and I/the applicant, am aware of the consequences of sending information in these ways.
7. acknowledge that I/the applicant am aware that I/the applicant am providing consent for a nationally coordinated criminal history check to be conducted using all personal information provided in this form and provided in supplied identity documents.
8. understand and consent to police information relating to me/the applicant, being disclosed in accordance with the purpose identified in Section B of this form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
9. give consent to:
  - a. the ACIC and police agencies using and disclosing my/the applicant's personal information that I/the applicant, have provided in this form and personal information contained in my supplied identity documents to conduct a nationally coordinated criminal history check.
  - b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the accredited body named in D1 of this form.
  - c. the accredited body named in D1 of this form disclosing to the legal entity customer, third parties and any permitted offshore transfer arrangements also detailed in D1, my/the applicant's personal information and police information to assess my/the applicant's suitability for the purpose identified in Section B of this form.
10. acknowledge that it is usual practice for my/the applicant's personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).



**Applicant**

Print name

Signature

	Date / /
---	-------------

**Parent or legal guardian**

(where the applicant is under the age of 18)

Print name

Signature

	Date / /
---	-------------

**Authorised agent**

(person responsible for the applicant, such as a legal representative)

Print name

Signature

	Date / /
--	-------------

**Section E - Office use only**

**Accredited body or its legal entity customer declaration.**

**E1.** What is the nationally coordinated criminal history check category for this check?

*For example: Employ/probity/licence.*

**E2. Collected Identity Documentation**

**1) Commencement of identity document:**

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

**2) Primary use in the community document:**

Type of document collected:

Name as it appears on the identity document:

Document identifier number:

**3) Secondary use in the community document:**

Type of document collected:

Name as it appears on the identity document:

**4) Secondary use in the community document:**

Type of document collected:

Name as it appears on the identity document:

**5) Change of name document (if applicable):**

Type of document collected:

Previous name as it appears on the document:

Current name as it appears on the document:

**E3. The accredited body or its legal entity customer declares that:**

- The correct *check type* has been selected for this check and they have verified the legitimacy of this claim.
- They are satisfied as to the applicants' identity and have verified the linkage between the Applicant and the claimed identity.

**Staff member**

Print name

Signature

	Date / /
---	-------------

## Verification of identity by an authorised third party

This form is for applicants for teacher registration to have an authorised third party verify their identity on behalf of the TRBWA.

All applicants for teacher registration in Western Australia are required to provide consent for a national criminal record check. In order to meet the requirements for a national criminal record check, an applicant for teacher registration in Western Australia must have their identity verified by an authorised third party.

### Who is an authorised third party?

For the purposes of teacher registration, an authorised third party is able to verify the identity of an applicant for teacher registration on behalf of the TRBWA.

An authorised third party is an occupation or person as listed in the *Statutory Declaration Regulations 2018*.

[List of 'Authorised Witnesses' for TRBWA registration processes](#)

### How to complete this form

1. Print this form.
2. Present all the original identity documents, (including the photo identity document) as listed in Section 2 below, to an authorised third party to undertake an identity verification.
3. The authorised third party must:
  - a. sight all identity documents;
  - b. make a face-to-face visual comparison between the applicant and the photo identification document, and
  - c. complete sections 3 and 4.
4. Ensure all sections of this form are complete.
5. Include a copy of this form with your application for registration.

### Section 1 - Applicant's personal details

First Name	
Middle Name (if any)	
Family Name	
Date of Birth	
Address	

### Section 2 - Identity documents used to apply for teacher registration

Identity Document	Document Type	Expiry Date
Commencement document		
Primary document		
Secondary document		
Secondary document		

### Section 3 - Authorised third party details

Full Name	
Profession/occupation	
Telephone number	
Email address	

### Section 4 - Authorised third party verification

I declare that I have sighted the Applicant's identity documents as listed above and the Applicant's identity has been confirmed via a face-to-face comparison with the photographic identification document. I am satisfied as to the correctness of the Applicant's identity.	
<b>Signature:</b>	<b>Date:</b>

### Identification photo

If your identity documents do not include a photograph you must submit a passport-style photograph certified by a person listed on the ('Authorised Third Parties for the Verification of Identity' information sheet).

The authorised third party must sight a recent passport-style photograph of yourself and clearly print the following information on the back of that photograph:

1. "This is a true image of (full name of the applicant)";
2. their name and position or role e.g. Justice of Peace;
3. signature; and
4. date of signature.

Upload a copy of both sides of the certified photograph to your application for registration within the Identification photo section.

## List of 'Authorised Witnesses' for TRBWA registration processes - Mutual Recognition or Third Party Verification

Please find below a list of occupations and persons authorised to:

1. witness the statutory declaration as part of the Mutual Recognition Notice; or
2. verify the identity of an applicant for teacher registration with the TRBWA.

Please note, for the purposes of the Mutual Recognition Notice, the witnessing of the Statutory Declaration must be done in person and not remotely.

Verification of identity may be undertaken outside Australia, if it is undertaken by a person on the following list who holds an official, administrative connection to Australia, except for a notary public (however described). For example, a doctor who is registered to practise medicine in Australia may verify the identity of an applicant for the purposes of teacher registration when they are overseas. A doctor who is registered to practise medicine in a country other than Australia, however, may not.

### List of occupations and persons

- A.** A person who is currently licensed or registered to practise in Australia under a law of the Commonwealth, a State or Territory in one of the following occupations:
1. Architect
  2. Chiropractor
  3. Dentist
  4. Financial adviser or financial planner
  5. Legal practitioner
  6. Medical practitioner
  7. Midwife
  8. Migration agent registered under division 3 of part 3 of the migration act 1958
  9. Nurse
  10. Occupational therapist
  11. Optometrist
  12. Patent attorney
  13. Pharmacist
  14. Physiotherapist
  15. Psychologist
  16. Trade marks attorney
  17. Veterinary surgeon
- B.** A person who is enrolled on the roll of the Supreme Court of a State or Territory, or the High Court of Australia, as a legal practitioner (however described); or
- C.** A person who is listed below:
1. Accountant who is:
    - (a) a fellow of the National Tax Accountants' Association, or
    - (b) a member of any of the following:
      - i. Chartered Accountants Australia and New Zealand
      - ii. the Association of Taxation and Management Accountants
      - iii. CPA Australia
      - iv. the Institute of Public Accountants
  2. Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
  3. APS employee engaged on an ongoing basis with 5 or more years of continuous service who is not specified in another item of this Part
  4. Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the Consular Fees Act 1955)
  5. Bailiff
  6. Bank officer with 5 or more continuous years of service
  7. Building society officer with 5 or more years of continuous service
  8. Chief executive officer of a Commonwealth court
  9. Clerk of a court
  10. Commissioner for Affidavits
  11. Commissioner for Declarations
  12. Credit union officer with 5 or more years of continuous service

13. Employee of a Commonwealth authority engaged on a permanent basis with 5 or more years of continuous service who is not specified in another item in this Part
14. Employee of the Australian trade and investment Commission who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(d) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
15. Employee of the Commonwealth who is:
  - (a) in a country or place outside Australia; and
  - (b) authorised under paragraph 3(c) of the Consular Fees Act 1955; and
  - (c) exercising his or her function in that place
16. Engineer who is:
  - (a) a member of Engineers Australia, other than at the grade of student; or
  - (b) a Registered Professional Engineer of Professionals Australia; or
  - (c) registered as an engineer under a law of the Commonwealth, a State or Territory; or
  - (d) registered on the National Engineering Register by Engineers Australia
17. Finance company officer with 5 or more years of continuous service
18. Holder of a statutory office not specified in another item in this list
19. Judge
20. Justice of the peace
21. Magistrate
22. Marriage celebrant registered under subdivision c of division 1 of part iv of the marriage act 1961
23. Master of a court
24. Member of the Australian defence force who is:
  - (a) an officer; or
  - (b) a non-commissioned officer within the meaning of the Defence Force Discipline Act 1982 with 5 or more years of continuous service; or
  - (c) a warrant officer within the meaning of that Act
25. Member of the Australasian Institute of Mining and Metallurgy
26. Member of the Governance Institute of Australia Ltd
27. Member of:
  - (a) the parliament of the Commonwealth; or
  - (b) the parliament of a State; or
  - (c) a Territory legislature; or
  - (d) a local government authority
28. Minister of religion registered under Subdivision A of Division 1 of Part IV of the Marriage Act 1961
29. Notary public, including a notary public (however described) exercising functions at a place outside:
  - (a) the Commonwealth; and
  - (b) the external territories of the Commonwealth
30. Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
31. Permanent employee of:
  - (a) a State or Territory, or a State or Territory authority; or
  - (b) a local government authority;with 5 or more years of continuous service, other than such an employee who is specified in another item of this Part
32. Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
33. Police officer
34. Registrar, or deputy registrar, of a court
35. Senior executive employee of a Commonwealth authority
36. Senior executive employee of a State or Territory
37. SES employee of the Commonwealth
38. Sheriff
39. Sheriff's officer
40. Teacher employed on a permanent full-time or part-time basis at a school or tertiary education institution.

#### **Important information about privacy**

Your personal information is protected by law. Please refer to the *TRBWA Privacy Policy* for further information.