



**Northern Territory
Police Force**

SAFE NT

Save time and **APPLY ONLINE**
<https://forms.pfes.nt.gov.au/safent/>

Phone 1800 723 368 (1800 SAFENT)
Email safent.police@nt.gov.au
Mail SAFE NT - NT Police
GPO Box 39764 Winnellie NT 0821

Office Location

Ground Floor, 37 Woods Street Darwin

Opening Hours

Monday - Thursday 8.30am - 4.30pm
Friday 9.30am - 4.30pm

E

workingwithchildren CLEARANCE - APPLICATION

For applicants seeking paid employment in Child-related work.

Print all responses in block letters. All sections must be complete - insufficient information will result in the application being returned unprocessed.

OFFICE USE ONLY

Date Received / / Receipt No Lodged at Entered

SECTION A - DETAILS OF APPLICANT *(this section must be completed)*

Title: Mr Mrs Miss Ms Sex: Male Female

Family name/surname

First given name Other given name/s

Daytime contact Mobile number

Email address

Date of birth / / (dd/mm/yyyy)

Place of birth Town / City State Country

Other Names: Have you been known by any other name? *eg. name before marriage, alias, changed by deedpoll.*

Maiden name Former name Also known as Given name/s Surname
 OR OR

Former name Also known as Given name/s Surname
 OR

Please attach a separate sheet to list other names that you have been previously known as.

Australian Postal Address *(Your Clearance Notice and Ochre Card will be mailed to this address unless otherwise requested in section E)*

PO Box number/Street number/Street name Suburb/town State Postcode

Please check all details, including postcode, are correct. SAFE NT takes no responsibility where undeliverable information is provided.

Current Residential Address *(must not be a PO Box or Business Address)*

(A current residential address must be supplied in order to process this application)

Street number/Street name Suburb/town State Postcode

SECTION B - PREVIOUS RESIDENTIAL ADDRESS *(this section must be completed)*

Please list previous residential addresses **for the past 5 years**, starting with the most recent but not including your current residential address. If you cannot remember exact details, please include approximate years and town/State details. Attach a separate page if you require further space.

Street number/Street name Suburb/town State Postcode

Date from: (dd/mm/yyyy) / / Date to: / / Country if outside Australia

Street number/Street name Suburb/town State Postcode

Date from: (dd/mm/yyyy) / / Date to: / / Country if outside Australia

SECTION C - ATTACH PHOTO HERE

**ATTACH
PHOTO
DO NOT STAPLE**

A Clearance Notice will be accompanied by an "Ochre Card", that can be presented as evidence of the persons clearance to work in child-related employment. This card contains the holders photograph and unique Clearance Notice Number. A new photo must be provided for all new and renewal applications.

Attach a passport size colour photo to your application. **Do not staple to the page.** See website for details on acceptable images. You do not need to attach a photo if you are lodging your application in person at SAFENT.

SECTION D - PURPOSE OF CHECK

Application type: (tick one)

New Application **OR** Renewal Clearance Number Expiry Date

Type of employment: (tick one)

Self employed **OR** Current Employee in Child-related work **OR** Seeking employment in Child-related work

Occupation / brief description of role in child-related work

Teachers only (Please delete if not applicable - consent to share info with TRB)

I authorise SAFE NT to forward a National Police Certificate containing my criminal history as identified from the working with children clearance process, to the Teacher Registration Board of the Northern Territory for its consideration pursuant to the relevant provisions of the *Teacher Registration (Northern Territory) Act*.

I understand that failure to give this authorisation may prevent me from **being registered and employed as a Teacher**, even though I may be issued with a Clearance Notice.

Signed Date / / (dd/mm/yyyy)

Note: Consent must be given at the time of application. Retrospective notification will not be accepted.

SECTION E - EMPLOYER DETAILS

The Screening Authority may notify any person who engages you in child-related employment, if your Clearance Notice is revoked or subject to imposed conditions.

Name of employer organisation

Postal address of organisation

Daytime Contact phone number Contact name/ Title of organisations representative

The following information is required:

By Default - Your Clearance Notice and Ochre Card will be sent directly to your personal Postal Address.
It is your responsibility to confirm details of your clearance to work with children with your employer or potential employer.

OR

Please send to my employer. *I consent to my personal information being delivered to this organisation listed.*
Note: only one certificate will be produced. Additional copies can be purchased from SAFE NT - conditions apply.

NT Government Employees

Employees of the Northern Territory Government are asked to provide your AGS number. If you have more than one AGS number, please list both in the space provided.

AGS

SECTION F - PROOF OF IDENTITY**Proof of identity documentation**

Applicants must attach a copy of a minimum of two (2) types of acceptable identification from the list below with a minimum of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth. **All documents must be current or valid.**

Category A

You must have at least ONE Category A document

1. Passport (Australian/Foreign) = 70 points
2. Australian drivers licence = 40 points
3. Firearms licence = 40 points
4. Tertiary student ID card with photo = 40 points
5. Australian evidence of age card (18+) = 40 points
6. NT Ochre card = 40 points

Add total points - must be 100 points or more
minimum two (2) types of acceptable identification

NOTE: If insufficient ID is provided, the application will be returned unprocessed to the postal address provided.

For renewal applications made prior to expiry of current Ochre Card a single Category A document with address will suffice.

Category B

7. Australian citizenship certificate = 70 points
8. Australian birth certificate = 70 points
9. Centrelink cards = 40 points
10. Government employee ID = 40 points
11. Statutory declaration as to identity containing image of applicant = 40 points
12. Medicare card = 25 points
13. Credit/debit card of financial institution passbook = 25 points
14. Property rates notice/utilities notice (with current residential address) = 25 points
15. Bank statement (with current residential address) = 25 points

Complete the following section with details from two of the documents used to verify your ID. You must include information from at least one Category A document from the list above, including licence/passport/ID number and expiry date.

Category A document. Please identify document number from list above (1–6).

Passport/licence/ID number

State of Issue Expiry Date / /

Country of Issue

Other document provided. Please identify document number from list above (1–15).

This can be a second Category A document.

Card/licence/membership/ID number

State of Issue Expiry Date / /

Country of Issue

In certain circumstances of hardship an application may be made to the Screening Authority for the ability to vary the requirement for meeting 100 points. For further information contact: safent.police@pfes.nt.gov.au. If you are under the age of 18, then one document from Group A or a statutory declaration of identity attesting that you are a current student of the school made by a Principal of that school will be sufficient to satisfy the 100 point check.

SECTION G - CANDIDATES/APPLICANTS DECLARATION

I certify the information contained in this application is true and correct, and that I have disclosed all names, including aliases used by me now or in the past. I am aware it is an offence to give false or misleading information.

I consent to SAFE NT conducting a Working with Children Screening check on me to determine my suitability to engage in Child-related work. I understand SAFE NT will obtain information about my criminal history and any additional information relating to that record from sources which may include courts, police, prosecution agencies or previous employers. I understand that the information obtained includes, but is not limited to, details of convictions and pending charges or information relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred.

I understand SAFE NT will make use of that information and any subsequent information about my criminal history which may be obtained to enable a full and informed assessment of risk.

Signed Date / / (dd/mm/yyyy)

SECTION H - PAYMENT OPTIONSPlease select one of the following payment options (*tick box*)

- Cash** (*over the counter transaction only*) **OR** **Cheque/Money Order** (*payable to RTM*)
OR
 Credit card (*complete details below*)

I authorise SAFE NT to process my payment of \$ from my Visa/Mastercard.Cardholders name Card number Expiry date / / Cardholders signature Visit www.pfes.nt.gov.au/safent for list of current fees and charges**SECTION I - LODGING YOUR APPLICATION FORM****Checklist** (*tick box*)

- Have you completed all sections of this form
- Have you attached copies of ID to the value of 100 points including at least one photographic ID
- Have you attached a passport sized photograph of yourself
(not required if lodging form in person at SAFE NT)
- Have you attached payment or completed the credit card authorization.

Working With Children Clearance Check application forms can be lodged using one of the following methods:**THROUGH SAFE NT (PREFERRED METHOD)****in person at the**SAFE NT Office
Ground Floor,
37 Woods Street Darwin*Office Hours**Mon –Thurs* 8.30am – 4.30pm*Friday only* 9.30am – 4.30pm**Or mailed to:**SAFE NT
GPO Box 39764
WINNELLIE NT 0821**Contact us:**SAFE NT
1800 723368 / 1800 SAFE NT
safent.police@nt.gov.au
www.pfes.nt.gov.au/safent**or at a Territory Business Centre****Darwin Office**Building 3,
Darwin Corporate Park
631 Stuart Highway,
Berrimah, Darwin**Katherine Office**Shop 1,
Randazzo Building
18 Katherine Terrace
Katherine**Tennant Creek Office**Shop 2,
Barkly House
Cnr Davidson Street
and Paterson Street,
Tennant Creek**Alice Springs Office**Green Well Building
50 Bath Street,
Alice Springs