

NDIS Worker Screening Check

OFFLINE APPLICATION

Before you begin

This NDIS Worker Screening Check form is **for customers that have been unable to complete their check online.**






You **must attempt** to apply online before starting this offline form. You can begin the online application by scanning this **QR code.**







NOTE: The processing time for the screening check is much faster when you complete it online.

Steps to complete

PART A - You must include pages 4 - 19 when mailing your application

- 1  Fill in your details. Read and sign declaration
- 2  Choose how long we save your documents
- 3  Tell us if you're working for an organisation, self-managed, or volunteering
- 4  Referee check
- 5  Payment details - for student placement and paid worker checks only

PART B - Instructions on how to send us the right documents

- 6  Selecting your identity documents
- 7  Certifying your identity documents
- 8  Tell us how we did
- 9  What's next

Sending your completed form and certified documents

NOTE: You do not need to send us this page.

You should use it as a guide to ensure you have provided us everything we need to process your application.

Check [Section 6A \(page 20\)](#) or [6B \(page 22\)](#) to make sure you can **give us the right identity (ID) documents** before you begin this application.

If you can't provide us with the right identity (ID) documents listed in [Section 6A \(page 20\)](#) or [6B \(page 22\)](#), you will be **unable to complete this application**.

The completed form and certified copies of your identity (ID) documents must be mailed to:



**Service Victoria
Locked Bag 3040
BALLARAT VIC 3353**

Checklist - Tick when completed

1. Complete all sections

2. Make sure you include the certified identity (ID) documents we need. The certified identity (ID) documents you need to submit will depend on what you have available to give us.

If you choose the identity (ID) documents in [Section 6A \(page 20\)](#), you will need to give us:

- 3 certified identity (ID) documents if your name matches on all documents or
- 4 certified identity (ID) documents if you've changed your name

OR

If you choose the identity (ID) documents in [Section 6B \(page 22\)](#), you will need to give us:

- 4 certified identity (ID) documents if your name matches on all documents or
- 5 certified identity (ID) documents if you've changed your name

Make sure you read [Section 7 \(page 25\)](#). It tells you how to correctly certify your documents.

3. You should include two passport quality photos if you told us to save your identity (ID) for 10 years

4. Make sure you send us [pages 4 - 19](#) along with your certified identity (ID) documents. If you want to give us feedback you can also include [page 26](#).





If you need to attach extra pages to your application

Make sure you label each section and page number. This helps us complete your application quickly.

How to digitally sign and certify your documents

Digital signatures



The examples below show how to sign this form digitally.

<p>Acceptable</p> <p>If you're signing this form digitally, you must use your cursor or touch screen to create your signature.</p> <p>You can also add a signature you've already saved in your browser or PDF reader.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;">  ✔ </div> <div style="border: 1px solid black; padding: 5px; text-align: center;">  ✔ </div> </div>	<p>Not acceptable</p> <p>We can't accept typing your name or initials as the signature.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Jane Doe</p> ✘ </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>J.D</p> ✘ </div> </div>
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Certified documents

The examples below show how a certified document copy should look. The certifier's stamp should not cover any information on the copy.

- **You must certify all documents** you provide with your application
- Read [Section 7 \(page 25\)](#) for a list of certifiers and detailed steps on how to certifying your documents

<p>Certified copies can be annotated with a stamp, and must include:</p> <ol style="list-style-type: none"> 1. Writes or stamps: 'Certified to be a true copy of the original document I saw' 2. Authorised certifier name 3. Authorised certifier qualification 4. Personal or professional address 5. Date certified 6. Certifier signature 	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>CERTIFIED TO BE A TRUE COPY OF THE ORIGINAL DOCUMENT I SAW</p> <p>NAME <u>Jane Citizen</u></p> <p>POSITION <u>Pharmacist</u></p> <p>ADDRESS <u>Shop 2-G07 Exhibition St, Melbourne VIC 3000</u></p> <p>DATE <u>13-11-2022</u></p> <p>SIGNED <u>Jane Citizen</u></p> </div> </div> </div>
<p>Certified copies can be hand-written to say 'Certified to be a true copy of the original document I saw' and must include:</p> <ol style="list-style-type: none"> 1. Writes or stamps: 'Certified to be a true copy of the original document I saw' 2. Authorised certifier name 3. Authorised certifier qualification 4. Personal or professional address 5. Date certified 6. Certifier signature 	<div style="display: flex; align-items: center;">  <div style="margin-left: 20px;"> <p>Certified to be a true copy of the original document I saw</p> <p>Name: <u>Jane Citizen</u></p> <p>Position: <u>Pharmacist</u></p> <p>Address: <u>Shop 2-G07 Exhibition St, Melbourne VIC 3000</u></p> <p>Date: <u>13-11-2022</u></p> <p>Signed: <u>Jane Citizen</u></p> </div> </div>

1

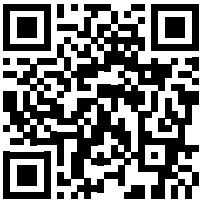
Fill in your details

Reference number (Office use only)

You must include this page when mailing us your application.

1. You **must have** a Service Victoria account to complete your application. If you don't have an account, sign up by scanning the QR code or go to service.vic.gov.au/account.
2. Print clearly using a black pen only.
3. Use BLOCK LETTERS and print one character in each box.

J	A	N	E			D	O	E			C	I	T	I	Z	E	N
---	---	---	---	--	--	---	---	---	--	--	---	---	---	---	---	---	---
4. Answer all questions. Fill in your details as displayed on your identity (ID) document to avoid delays in processing your application.



Account Sign up QR Code

Personal details

Email

Grid of 40 empty boxes for email address

Use the same email as your Service Victoria account.

Phone number

Grid of 10 empty boxes for phone number

We may need to contact you for more info.

Given name

Grid of 26 empty boxes for given name

Middle name/s

Grid of 26 empty boxes for middle name/s

Family name

Grid of 26 empty boxes for family name

Only have one name? Enter it here.

Date of birth

Grid for date of birth: DD MM YYYY

Gender

Woman Man Self described

Country of birth

Grid of 26 empty boxes for country of birth

State/Territory of birth

Grid of 26 empty boxes for state/territory of birth

City or town of birth

Grid of 26 empty boxes for city or town of birth

1

Fill in your details (continued)

You must include this page when mailing us your application.

Are you of Aboriginal or Torres Strait Islander or origin?

Aboriginal Torres Strait Islander Both Prefer not to say No

Do you have a Victorian Working with Children Check (WWCC)?

No Yes: Provide your WWCC Number ►

Other names

We need to know all the names you go by. This includes names that you're also known as. e.g. If your birth name is Joseph, but you prefer Joe.

Have you ever been known by another name?

No - Go to [Address on page 6](#)

Yes - Fill in your details below ▼

Name 1

Maiden name Also known as Previously used name

Given name

Middle name/s

Family name

Only have one name? Enter it here.

Name 2

Maiden name Also known as Previously used name

Given name

Middle name/s

Family name

Only have one name? Enter it here.

I have more than two names - include these on an extra page

You must include this page when mailing us your application.

Address

We need to know all the places you have lived in the **last five years**. Start by entering your current address details.

Current home address (in Australia)

Street

[Grid of 25 empty boxes for street address]

Suburb

[Grid of 25 empty boxes for suburb]

State/Territory

[Grid of 3 empty boxes for state/territory]

Postcode

[Grid of 4 empty boxes for postcode]

Is your postal address the same as your current home address?

Yes

No - Provide your current postal address in Australia below ▼

Street

[Grid of 25 empty boxes for street address]

Suburb

[Grid of 25 empty boxes for suburb]

State/Territory

[Grid of 3 empty boxes for state/territory]

Postcode

[Grid of 4 empty boxes for postcode]

Have you lived at this address for five years or more?

Yes - Go to [Consent and declaration on page 8](#)

No - Please enter every **previous address** you've lived at for the last five years on [page 7](#)

1

Fill in your details (continued)

You must include this page when mailing us your application.

Previous address

If you have not lived at your current address for 5 years.
Enter every address you've lived at for the last five years

Previous address 1

Street address

Please include unit number if needed.

City/Town/Suburb

State/Territory/Region/Province (if applicable)

ZIP/Postcode (if available)

Country

Previous address 2

Street address

Please include unit number if needed.

City/Town/Suburb

State/Territory/Region/Province (if applicable)

ZIP/Postcode (if available)

Country

I have more than three addresses - include these on an extra page

You must include this page when mailing us your application.

I have read and understood all of the information in [Appendix A - Informed consent \(page 28-30\)](#) and provide my consent and declaration.

I agree to give Service Victoria my application to get a clearance for an NDIS Worker Screening Check.

I know I can ask to access my personal information at any time by getting in touch with Service Victoria at service.vic.gov.au/contact/send-us-a-message or the Workers Screening Unit at privacy@justice.vic.gov.au.

If I do not provide this information, I may not be able to complete my application for assessment by the Worker Screening Unit.

Prices change 1 July. Forms submitted after 1 July will incur the new cost.

Your handwritten or digital signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Note: We can't accept typed initials or names for your digital signature. See [page 3](#) for examples.

! Important

If you are Under 18:

If you're under 18, we can accept this application and it will be processed by the Worker Screening Unit. You will be contacted if you don't have enough identification and to **gain permission from your parent/guardian**.

Are you under 18?

Yes - Go to [Parent/guardian permission on page 9](#)

No - Continue on [page 14](#)

You must include this page when mailing us your application.

Under 18 parent/guardian permission

If you are Under 18:

The Worker Screening Unit will process your application. They may contact you if you don't have enough identity (ID) documents or to **get permission from your parent/guardian.**

Parent or guardian given name

[Grid of 26 empty boxes for given name]

Parent or guardian middle name/s

[Grid of 26 empty boxes for middle name/s]

Parent or guardian family name

[Grid of 26 empty boxes for family name]

Parent or guardian email

[Grid of 32 empty boxes for email]

Parent or guardian phone number

[Grid of 10 empty boxes for phone number]

We may need to contact you for more info.

Parent or guardian ID details - Select one ID only

As a parent or guardian, you will need to provide a copy of your identity (ID) document.

Select only one ID below and provide details

Current Australian Passport.

Fill in your details on page 10 and sign on page 13.

Current Australian Driver Licence or Learner Permit.

Fill in your details on page 10 and sign on page 13.

Current Foreign Passport.

Fill in your details on page 11 and sign on page 13.

ImmiCard.

Fill in your details on page 11 and sign on page 13.

Proof of age or photo identity card issued by an Australian Government agency with a signature and photo.

Fill in your details on page 12 and sign on page 13.

Shooters or firearms licence showing signature and photo (not minor or junior permit licence).

Fill in your details on page 12 and sign on page 13.

Note: Make sure you attach a certified copy of the identity (ID) document you have provided to us

You must include this page when mailing us your application.

Under 18 parent/guardian permission (continued)

Parent or guardian current Australian passport (not expired)

Parent or guardian given name on Australian passport

Input boxes for given name on passport

Parent or guardian middle name/s on Australian passport

Input boxes for middle name/s on passport

Parent or guardian family name on Australian passport

Input boxes for family name on passport

Australian passport number

Input boxes for passport number

Passport expiry date

Input boxes for passport expiry date (DDMMYYYY)

Parent or guardian current Australian driver licence or learner permit

Parent or guardian given name on driver licence or learner permit

Input boxes for given name on licence

Parent or guardian middle name/s on licence or learner permit

Input boxes for middle name/s on licence

Parent or guardian family name on licence or learner permit

Input boxes for family name on licence

Licence number

Input boxes for licence number

State/Territory State of issue

Input boxes for state/territory of issue

Card number if you have one

Input boxes for card number

Licence expiry date

Input boxes for licence expiry date (DDMMYYYY)

Your card number is different to your Driver Licence number. In Victoria your card number is on the back of your card.

Note: Make sure you attach a certified copy of the identity (ID) document you have provided to us

You must include this page when mailing us your application.

Under 18 parent/guardian permission (continued)

Parent or guardian current foreign passport (not expired)

Parent or guardian given name on foreign passport

[Grid of 26 empty boxes for given name]

Parent or guardian middle name/s on foreign passport

[Grid of 26 empty boxes for middle name/s]

Parent or guardian family name on foreign passport

[Grid of 26 empty boxes for family name]

Foreign passport number

[Grid of 10 empty boxes for passport number]

Passport expiry date

[Grid for date: DD MM YYYY]

Parent or guardian ImmiCard

Parent or guardian given name on ImmiCard

[Grid of 26 empty boxes for given name]

Parent or guardian middle name/s on ImmiCard

[Grid of 26 empty boxes for middle name/s]

Parent or guardian family name on ImmiCard

[Grid of 26 empty boxes for family name]

Date of birth

[Grid for date: DD MM YYYY]

Gender

Woman Man Self described

ImmiCard number

[Grid of 10 empty boxes for ImmiCard number]

Card expiry

[Grid for date: DD MM YYYY]

Nationality

[Grid of 26 empty boxes for nationality]

Note: Make sure you attach a certified copy of the identity (ID) document you have provided to us

You must include this page when mailing us your application.

Under 18 parent/guardian permission (continued)

Parent or guardian proof of age or photo identity card issued by an Australian Government agency with a signature and photo.

Parent or guardian given name on proof of age or photo identity card

[Grid of 26 empty boxes for name entry]

Parent or guardian middle name/s on proof of age or photo identity card

[Grid of 26 empty boxes for middle name entry]

Parent or guardian family name on proof of age or photo identity card

[Grid of 26 empty boxes for family name entry]

Date of birth

[DD] [MM] [YYYY] grid for date of birth

State/Territory State of issue

[] [] [] grid for state/territory

Card number

[Grid of 16 empty boxes for card number]

Date of issue

[DD] [MM] [YYYY] grid for date of issue

Location number

[] [] [] grid for location number

Parent or guardian shooters or firearms licence showing signature and photo

Note: Not minor or junior permit licence.

Parent or guardian given name on shooter or firearm licence

[Grid of 26 empty boxes for name entry]

Parent or guardian middle name/s on on shooter or firearm licence

[Grid of 26 empty boxes for middle name entry]

Parent or guardian family name on on shooter or firearm licence

[Grid of 26 empty boxes for family name entry]

Date of birth

[DD] [MM] [YYYY] grid for date of birth

Licence permit number

[Grid of 16 empty boxes for licence permit number]

Licence expiry date

[DD] [MM] [YYYY] grid for licence expiry date

Card number

[Grid of 16 empty boxes for card number]

State/Territory State of issue

[] [] [] grid for state/territory

Note: Make sure you attach a certified copy of the identity (ID) document you have provided to us

1

Consent and declaration

You must include this page when mailing us your application.

Under 18 parent/guardian permission (continued)

Parent or guardian signature

Parent or guardian handwritten or digital signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Note: We can't accept typed initials or names for your digital signature. See [page 3](#) for examples.

Note: Make sure you attach a certified copy of the identity (ID) document you have provided to us

You must include this page when mailing us your application.

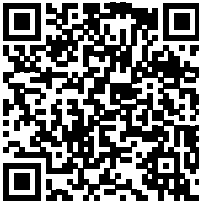
Do you want us to save your identity?

We need to verify your identity when you apply for or use some of our services.
If you save your identity, you won't need to verify it again when you use our services.

We will tie your saved identity to your online Service Victoria account.
If you don't already have an account, we'll email you a link to create one.

Yes, save my digital identity for 10 years

- You'll need to supply two identical passport quality photos, scan the QR code or go to passports.gov.au/getting-passport-how-it-works/photo-guidelines
- Your photos need to be signed on the back by your referee
- Your referee must write: "This is a true photograph of (your name)"



No, delete my details

Continue to the next page

Attach your photos below



- Do not use sticky tape to attach your photos
- Photos must include head and shoulders

Type of check - Please note

- If you get paid for your work, choose 'Paid worker'.
- If you're a student needing an NDIS Worker Screening Check for placement, choose 'Student placement'. You can't apply as a Volunteer.
- If you volunteer in a risk-assessed role you don't profit from (or from any other NDIS provider) choose 'Volunteer'.

Student placement

OR

Paid worker

OR

Volunteer -

By choosing the Volunteer option, I confirm that

- I volunteer in a risk-assessed role I do not profit from.
- No NDIS provider pays me for other work.

If you selected either Student placement, Paid worker, or Volunteer, you must tell us about your placement or employment below ▼

Employer 1

Employer Type

Organisation

OR

Self-managed participant

Business or employer name

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NDIS employer ID

	-					-			
--	---	--	--	--	--	---	--	--	--

! The Employer ID may be a combination of letters and numbers.

E.g. (4-1234-1234) or (4-AB12-CD34)

- Please ensure that the Employer or self-managed participant ID is correct. If you are unsure, please contact your organisation or self-managed participant direct to confirm their ID. Without the ID, we can't process your application.
- If you're about to change jobs, use your new employer's details.

NDIS employer address

Street

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Suburb

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State/Territory

--	--	--

Postcode

--	--	--	--	--

The NDIS Quality and Safeguards Commission can help if you need further assistance. Call 1800 035 544 or visit ndiscommission.gov.au

Tell us if you're working for an organisation, self-managed, or volunteering

You must include this page when mailing us your application.

Employer 2

Employer Type

Organisation **OR** Self-managed participant

Business or employer name

Grid of 40 empty boxes for business or employer name

NDIS employer ID

Grid of 12 boxes for NDIS employer ID (e.g. 1-1234-1234)

! The Employer ID may a combination of letters and numbers.
E.g. (4-1234-1234) or (4-AB12-CD34)

- Please ensure that the Employer or self-managed participant ID is correct. If you are unsure, please contact your organisation or self-managed participant direct to confirm their ID. Without the ID, we can't process your application.
- If you're about to change jobs, use your new employer's details.

NDIS employer address

Street

Grid of 30 empty boxes for street address

Suburb

Grid of 30 empty boxes for suburb

State/Territory

Grid of 4 empty boxes for state/territory

Postcode

Grid of 5 empty boxes for postcode

I have more than two employers - Include these on an extra page

The NDIS Quality and Safeguards Commission can help if you need further assistance.
Call 1800 035 544 or visit [ndiscommission.gov.au](https://www.ndiscommission.gov.au)

4

Referee check

You must include this page when mailing us your application.

The referee makes sure you are who you say you are. A certifier can also be your referee if they've known you for 12 months. They also can't be in a relationship with you, live with you or be related to you.

The following section is to be filled in by the referee.

You are a referee for the applicant so we can make sure they are who they say they are. By continuing, you agree to let us check the information from your ID with the document issuer or official record holder.

Referee given name

Grid of 26 empty boxes for the referee's given name.

Referee middle name/s

Grid of 26 empty boxes for the referee's middle name/s.

Referee family name

Grid of 26 empty boxes for the referee's family name.

Date of birth

Grid for date of birth: DD MM YYYY.

Phone number

Grid of 10 empty boxes for the phone number.

We may need to contact you for more info

Referee ID details: Select one ID only

Current Driver Licence or Learner Permit

Fill in your details on page 18

Current Australian Passport (or expired less than three years)

Fill in your details below ▼

Current Australian Passport

Referee given name on Australian Passport

Grid of 26 empty boxes for the referee's given name on the passport.

Referee middle name/s on Australian Passport

Grid of 26 empty boxes for the referee's middle name/s on the passport.

Referee family name on Australian Passport

Grid of 26 empty boxes for the referee's family name on the passport.

Passport number

Grid of 10 empty boxes for the passport number.

Passport expiry date

Grid for passport expiry date: DD MM YYYY.

You must include this page when mailing us your application.

Current Driver Licence or Learner Permit

Referee given name on driver licence or learner permit

[Grid of 26 boxes for name]

Referee middle name/s on driver licence or learner permit

[Grid of 26 boxes for middle name]

Referee family name on driver licence or learner permit

[Grid of 26 boxes for family name]

Licence number

[Grid of 10 boxes for licence number]

State

[Grid of 3 boxes for state]

Licence expiry date

[Grid of 8 boxes for date: DD MM YYYY]

Card number if you have one

[Grid of 16 boxes for card number]

Your card number is different to your Driver Licence number. In Victoria your card number is on the back of your card.

Confirm and sign

I confirm that:

- I'm an Australian citizen aged 18 or older.
I've known the applicant for at least 12 months.
I'm not related to, or in a relationship with the applicant.
I don't live with the applicant.
I have a current Australian driver license or learner permit. Or an Australian passport that is current or expired for less than three years.
The following information is true and correct. I understand that there are penalties, including up to 10 years in prison, for making, using and copying false and misleading documents.
The documents belong to the applicant and I have seen the certified copies provided by the applicant.

Referee handwritten or digital signature

Date

[Grid of 8 boxes for date: DD MM YYYY]

Note: We can't accept typed initials or names for your digital signature. See page 3 for examples.

We'll handle your identity information under the Service Victoria Act 2018 and our privacy and security policy. Visit service.vic.gov.au/privacy-and-security for more information.

Payment details - student placement and paid work only

You must include this page when mailing us your application.

Please check that your payment details are accurate. If your details are wrong or incomplete, there will be a delay in processing your application.

We will destroy your payment details after this process.

NOTE: Go to the Service Victoria website at service.vic.gov.au to confirm current costs.

The cost is \$128.20 for a student placement or paid worker check.

If you apply as a volunteer but aren't eligible, the Worker Screening Unit may contact you about paying for your screening. For example, if you're a student who needs a check to do placement, you can't apply as a volunteer.

We don't accept:
• American Express
• money orders
• cash
• cheques

NOTE: The current cost is valid until 1 July 2024. We'll charge you an updated amount if this form is processed after 30 June 2024.

Select your payment method. A credit card fee may apply

Visa OR Mastercard

Name as it appears on card

Two rows of 20 text boxes each for entering the name as it appears on the card.

Card number

Four groups of four text boxes each for entering the card number.

Expiry date

Two groups of two text boxes for month (M) and two groups of two text boxes for year (Y).

CVV

Three text boxes for entering the CVV.

Three - digit code on the back of your card.

For internal use only

Applicant name

Applicant number

Eleven text boxes for entering the applicant number.

Date payment taken

Two text boxes for day (D), two for month (M), and four for year (Y).

Selecting your ID documents

You must give 3 certified copies of documents in total.
At least one must be from **Group A**.

If you are unable to give 3 documents from **Group A and B**, go to **section 6B** on [page 22](#).

If your name on one of the documents from **Group A and B** don't match, give a fourth document from **Group C**.

3 TOTAL

Group A. Photo identity documents. Choose 1 or more



Australian Driver Licence or Learner Permit

Copy both front and back. Your licence number must be visible



Australian Passport

Current or less than three years expired



Foreign Passport with Australian Visa

Must also include a copy of your valid Australian Visa



ImmiCard

Group B. Other identity documents



Medicare Card



Australian Birth Certificate

A full copy showing the Births, Deaths and Marriages logo or your state government. Your certificate must show a registration number



Australian Citizenship Certificate

Copy both front and back. Your parent's certificate can be used if your name is on it

Selecting your ID documents (continued)

Choose one document from **Group C**, if any of the names on your documents don't match.

If your name doesn't match all of the documents from group A and B, **add one** document from the list below.

Group C. ONLY required if your names **don't** match. **Choose 1**

Change of Name Certificate

Australian Marriage Certificate

Your certificate must show a registration number and be issued **after** your wedding day

! What happens if you don't have these documents?

Don't worry, you can still apply. You'll need to send us this form with **4 certified documents from the list of substitute documents on [pages 22-24](#)**.

If you can't give three copies of documents from **section 6A**, you must give **four documents from section 6B**.

At least one of the documents you give us from the Document 1 or Document 2 lists **must have your photo on it**.

If your name on one of the documents **doesn't** match, **give a fifth document** from the list on [page 24](#).

Document 1

You must supply at least 1 Commencement of Identity Document from the Document 1 list below.

Australian birth certificate (full document, not an extract or birth card)

Current, valid Australian passport

Australian visa current at the time of entry to Australia

ImmiCard

Certificate of identity issued by DFAT

Document of identity issued by DFAT

Certificate of Evidence of Residence Status (CERS)

Australian citizenship certificate

Document 2

Any from the list of **Document 1** that you haven't chosen already, or:

Australian drivers' licence or learner permit

Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)

Australian Government proof of age or photo identity card (with signature and photograph)

Foreign passport with a valid entry stamp or visa

Shooters or firearms licence showing signature and photo (not minor or junior permit licence)

! Under 18 years of age?

If you're under 18 and don't have anything from the Document 2 list, you can use your current student identification card with a signature or photo.

Document 3 + 4 (select any 2)

Any from the list of Document 1 or Document 2 that you haven't chosen already, or:

Certificate of identity issued by DFAT

Document of identity issued by DFAT

United Nations Convention travel document issued by DFAT

Foreign government issued documents

Note: Police checks cannot be accepted

Medicare card

Enrolment with Australian Electoral Commission

Security guard/crowd control photo licence

Centrelink or Veteran's Affairs card

Consular photo identity card issued by DFAT

Police officer photo identity card

Australian Defence Force photo identity card

Working with Children or Vulnerable People card or government issued occupational licence, with photo

Aviation Security Identification card

Maritime Security Identification card

Credit reference check

Australian secondary or tertiary student identification document

Certified academic transcript from an Australian university

Trusted referees report (a letter or declaration from a trusted source, including a General Practitioner, pharmacist, or the principle of the applicant's school, on a company letterhead, and validating the applicant's relationship to this source)

Bank card, credit card or bank statement (without payment card number/s; cannot be American Express or Diners Club card)

State/territory government rates assessment notice or Australian Taxation Office assessment notice

Australian utility bill with name and address

Australian Private Health Insurance Card

Australian Trade Association card

Physical Keypass ID card issued by Australia Post

We will only accept a physical Keypass ID card issued by Australia Post on or before 31 July 2023.

If your name is not the same on all the documents from section 6B, add one document from the list below.

Document 5

ONLY required if any of the names on your documents don't match your application form

Australian Marriage Certificate

Issued by a State Registry of Births, Deaths and Marriages

Name Change Certificate

Issued by a State Registry of Births, Deaths and Marriages

Deed poll

Divorce papers that show both names

How to certify your documents:

You must certify all documents you provide with your screening check. See [page 3](#) for examples.

Certifying your documents with an authorised certifier

1

Copy

Make copies of your original selected documents - refer to [section 6A](#) or [6B](#).

2

Find your certifier

Find an authorised certifier and book a time to meet. See a list of who can certify on the right or visit justice.vic.gov.au/certifiedcopies

3

Take your original documents and copies to your meeting

Your authorised certifier signs and dates on each page:

- Writes or stamps: 'Certified to be a true copy of the original document I saw'
- Authorised certifier name
- Authorised certifier qualification
- Personal or professional address
- Date certified
- Certifier signature

4

Referee

Your referee must see your certified ID before signing and dating your form.

5

Send

Send the completed form and certified copies of identity to:

Service Victoria
Locked Bag 3040
BALLARAT VIC 3353

Who is authorised to certify a document?

- Accountants
- Architects
- Bank employees (more than 5 years of service)
- Chiropractors
- Conveyancers
- Dentists
- Engineers
- Financial advisors or planners
- Justices of the Peace
- Legal practitioners
- Local mayor or councillors
- Marriage celebrants
- Ministers of religion
- Medical practitioners
- Midwives
- Nurses
- Optometrists
- Pharmacists
- Physiotherapists
- Police officers
- Public servant (more than 5 years of service)
- Teachers
- Vets

For a full list, go to www.justice.vic.gov.au/certifiedcopies

Select/Tick one option

Good



Bad

Tell us why (optional)

We'd love to hear your thoughts, concerns and suggestions so we can improve. In particular, if you attempted to complete this application online but couldn't complete it online, we'd love to know why. Thank you.

How long did this application take to complete?

Minutes

After you apply

Your employer or self-managed NDIS participant will have 30 days to verify your application and confirm that you currently work (or intend to work) for them through the Commission's National Worker Screening Database (NWSD). If your application is not verified it may be withdrawn.

After your application has been verified it can take up to 3 weeks for us to assess your application. In most cases, this will be a much shorter period (for example, if there is no criminal history to assess).

However, if there is a need to assess information, it may take up to 3 weeks for us to assess an application. This time may be extended if:

- an employer takes longer to verify an applicant's engagement with them
- you have a common name
- a criminal history record or a finding has been made against you by a relevant disciplinary or regulatory entity.
- you lodge a manual application directly to the Worker Screening Unit

You cannot work in an NDIS risk assessed role until you have received an NDIS Clearance, unless you are subject to a transitional arrangement.

If your check is successful

You will receive an email to advise that you have been given an NDIS Clearance. Your NDIS Clearance status will be recorded on the NDIS Commission's National Worker Screening Database (NWSD).

You will not receive a card or certificate. Your employer can check the status of your NDIS Clearance on the NWSD at any time. Registered NDIS providers are required to link workers to their organisation through the NDIS Commission portal.

An NDIS Clearance is valid across Australia for 5 years unless it is surrendered or revoked.

Your Clearance may be suspended or revoked if you are charged with or found guilty of a relevant offence, or if an adverse finding is made against you by a relevant disciplinary or regulatory entity.

How long will it take?

- The entire check can take up to 8-12 weeks.
- We can't complete your check if you don't supply all certified documents as asked.
- Information on how to keep your details up to date can be found here vic.gov.au/ndis-worker-screening-check

We handle your identity information following the Service Victoria Act 2018 and privacy and security policy. Read it online at service.vic.gov.au/privacy-and-security

Important notice: Informed consent

To determine your eligibility for a National Disability Insurance Scheme Clearance or a Working with Children Clearance under the Worker Screening Act 2020 (VIC), we need to get your informed consent to the matters specified in this form.

Your informed consent means you have read and understood the information provided in this form about how your personal information and any information obtained from Australian police agencies relevant to you will be handled and disclosed and that you understand what you are consenting to including:

- a. that you provide your permission for us to collect, share, copy and process the information in your Application and attachments (including your personal information) in certain ways set out in this form;
- b. provide your permission for us to request a nationally coordinated criminal history check on your behalf (police record check); and
- c. provide your permission for the disclosure of information.

It is important that you read this form in its entirety and, where required, get clarification to ensure your complete understanding. You must then sign and submit this form to give your informed consent.

1. I consent to the Worker Screening Unit of Victoria (the unit) of GPO Box 1915, Melbourne Victoria 3001, its agents, contractors and their subcontractors receiving, sharing, copying and processing the information in this Application and its attachments for the purposes of the Worker Screening Act 2020 (VIC) (the Act), the Worker Screening Regulations 2020 (VIC) (the Regulations) and any other relevant law. I acknowledge that the information I have provided includes personal and sensitive information and I have provided documents to verify my identity.
2. For the purposes of this Consent and Declaration;
 - a. 'NDIS' means National Disability Insurance Scheme;
 - b. 'WWC' means Working with Children;
 - c. 'Application' means an Application under the Act for an NDIS check to be carried out and an NDIS Clearance to be given on completion of the NDIS check or an Application under the Act for a WWC check to be carried out and a WWC Clearance to be given on completion of the WWC check as applicable;
 - d. 'Clearance' means an NDIS Clearance or a WWC Clearance given under the Act as applicable; and
 - e. 'Exclusion' means an NDIS exclusion or a WWC Exclusion given under the Act as applicable where the unit refuses to give me a Clearance.
 - f. 'Spent Convictions Legislation' means Part VIIC of the Crimes Act 1914 (Cth); Part 8 of the Sentencing Act 1991 (VIC), Criminal Records Act 1991 (NSW); Criminal Law (Rehabilitation of Offenders) Act 1986 (QLD); Spent Convictions Act 2009 (SA); Spent Convictions Act 1988 (WA); Criminal Records (Spent Convictions) Act 1992 (NT); Spent Convictions Act 2000 (ACT); and Annulled Convictions Act 2003 (TAS).
3. For the purposes of my Application and enquiries while I hold a Clearance, I authorise the conduct of a nationally coordinated criminal history check delivered by the Australian Crime Commission (ACC) and Australian police agencies ('police record check') and I provide the following consent and authorisation:
 - a. I consent to the unit making enquiries and seeking information about me from any source considered necessary, including any Australian Police agency, ACC, any employee within the meaning of the Public Administration Act 2004 (Vic), authorised entity, court, prosecuting authority, authorised screening agency in any Australian state or territory, professional registration board, commission, commissioner, disciplinary or regulatory entity, relevant prescribed body, health treating professional, government department or agency including without limitation, the Director of Public Prosecutions (DPP), the Department of Health (DoH), the Department of Families, Fairness and Housing (DFFH), the Commission for Children and Young People (CCYP), Corrections Victoria, the Disability Worker Registration Board, the Victorian Disability Worker Commission, the Victorian Disability Worker Commissioner and the Victorian Institute of Teaching; and
 - b. I authorise and consent to the disclosure of information about me and my Application (including any information obtained from other sources as a result of making enquiries and seeking information about me) and the outcome of my Application by the unit to any person or organisation considered necessary, including any Australian police agency, any authorised screening unit or agency including without limitation, any unit or agency in another Australian state or territory that provides for screening of persons engaged in child-related work, ACC, any court, prosecuting authority, professional registration board, disciplinary or regulatory entity, relevant entity or prescribed body, health treating professional and any government department or agency including without limitation, DPP, DoH, DFFH, CCYP, Corrections Victoria, the Disability Worker Registration Board, the Victorian Disability Worker Commission, the Victorian Disability Worker Commissioner and the Victorian Institute of Teaching.
4. I acknowledge that the information which may be disclosed to the unit includes, but is not limited to:
 - a. details about or circumstances relating to, convictions, findings of guilt and charges (including any police record check regardless of the outcome of the charges or when and where the offence or alleged offence occurred);
 - b. details about or circumstances relating to involvement of DoH and/or DFFH with respect to child protection or family violence; and
 - c. information in relation to an application made by me in another Australian state or a territory under a law of that state or a territory that provides for screening of persons engaging in child-related work or screening of persons who are employed or engaged in risk assessed roles providing support or services to persons with a disability and any decision made or clearance or registration granted to me with respect to that application.

5. I acknowledge that I understand that my personal information may be provided to police agencies for general law enforcement purposes, including those purposes set out in the Australian Crime Commission Act 2002 (Cth).
6. For the purposes of an application or reassessment of an application made by me in another state or territory for any clearance required at law to engage in child-related work or to provide support or services in a risk assessed role to persons with a disability in that state or territory, I consent to the disclosure of information about me and my Application to any government department or screening agency in that other Australian state or territory.
7. With respect to the police record check, I acknowledge that:
 - a. the unit is collecting my personal information to provide to ACC and police agencies to check if I have a criminal history and to assess whether I should be permitted to work or care for children or provide support or services to persons with a disability under the NDIS;
 - b. I am aware that I am providing consent for a police record check on a national basis to be conducted using all personal information provided by me including information provided in identity documents I have supplied;
 - c. the unit provides information to ACC with respect to any decision made in relation to my Application or any reassessment of my eligibility to hold a Clearance;
 - d. ACC discloses my personal information to Australian police agencies;
 - e. the information released as part of the police record check is done so in accordance with Spent Convictions Legislation and information release policies subject to any exclusions that apply;
 - f. Australian police agencies may disclose to ACC information from their records and details of convictions and charges including findings of guilt or the acceptance of a plea of guilty by a court. The information is disclosed in accordance with applicable laws of the Commonwealth, states and territories and policies of the police agency concerned;
 - g. ACC provides the information disclosed by Australian police agencies to the unit in accordance with the laws of the Commonwealth;
 - h. any information provided in my Application is provided to ACC for the purpose of obtaining the Clearance or reassessing my eligibility to hold a Clearance;
 - i. any information provided to the unit by Australian police agencies or ACC is provided for the purpose of assessing my eligibility to be given or continue to hold a Clearance;
 - j. the Chief Commissioner of Police must take all reasonable steps to ensure that an interstate or territory NDIS or WWC screening unit is notified of how a charge against me has been finally dealt with if that interstate or territory screening unit has requested the notification;
 - k. the information I provide as part of my Application and the information which ACC provides to the unit, will be used only for the purposes stated above unless statutory obligations require otherwise or subject to any disclosure permitted at law or to which I have consented; and
 - l. if I do not agree with the results of my police record check, I will contact the Worker Screening Unit in the first instance to advise them that I want to dispute the result by email sent to NDISworkerscreening@justice.vic.gov.au. The Worker Screening Unit will accept and escalate all disputes.
8. If the CCYP notify the unit at any time of a finding of reportable conduct against me pursuant to 16ZD of the Child Wellbeing and Safety Act 2005 (VIC), I consent to the unit notifying CCYP of the outcome of any Application or reassessment of my eligibility to engage in child-related work. If I am given an Exclusion and make an application to the Victorian Civil and Administrative Tribunal for review of the decision to give me an Exclusion, I consent to the unit notifying CCYP that I have made such an application.
9. I understand and acknowledge that:
 - a. the Act and Regulations require the unit to collect my personal information and the unit to make certain enquiries and arrange for the conduct of a police record check except in limited circumstances;
 - b. the consequence of non-compliance or withdrawal of my consent is that my Application will not be processed;
 - c. it is an offence to provide false or misleading information in a material particular in relation to an Application for a Clearance or in connection with a re-assessment of eligibility to hold a Clearance, subject to a maximum fine equivalent to 240 penalty units or a 2 year maximum term of imprisonment or both;
 - d. it is an offence to apply for a Clearance if I am subject to an order under the Sex Offenders Registration Act 2004 (VIC) or Serious Offenders Act 2018 (VIC) liable to a maximum fine equivalent to 240 penalty units or a 2 year maximum term of imprisonment;
 - e. while my Application is being assessed:
 - A. there are only very limited circumstances under the Act that I may engage in or apply for child related work or work in a risk assessed role providing support or services to persons with a disability;
 - B. I am prohibited from engaging in paid or volunteer child-related work or working in a risk assessed role providing support or services to persons with a disability if I have been charged with or found guilty of certain charges, offences or orders specified in the Act or if I am excluded from doing child-related work or providing support or services to persons with a disability in another Australian state or territory. If I am so prohibited, I consent to the unit notifying the organisations whose details I have provided to the unit that I am prohibited from engaging in paid or volunteer child-related work or working in a risk assessed role providing support or services to persons with a disability as applicable and the Worker Screening website will indicate that I am so prohibited; and
 - C. if I engage in or apply for child-related work or work in a risk assessed role providing support or services to persons with a disability in breach of the Act, it is an offence subject to a maximum fine equivalent to 240 penalty units and 2 years imprisonment or both;
 - f. in accordance with the Act and the Regulations, the unit may disclose personal information about me, my Application and any decision made with respect to my Application to the organisations whose details I provide to the unit, or where otherwise permitted by any act or regulations;
 - g. I must notify the unit within 21 days of any change to my details by updating my details in the online portal of the Worker Screening website or directly through my Service Victoria account. This includes my personal and contact details and the details of all organisations where I do child-related work or providing support or services to persons with a disability under the NDIS in a paid or unpaid capacity;

- h. the Act requires me to notify the unit and any organisations where I work or care for children or provide support or services to persons with a disability under the NDIS within 7 days of any relevant change in my circumstances, including the following:
 - A. if I am charged with, convicted of or found guilty of certain offences;
 - B. if I become subject to reporting obligations imposed by Part 3 of the Sex Offenders Registration Act 2004, a supervision order, detention order or an emergency detention order under the Serious Offenders Act 2018;
 - C. if a relevant disciplinary or regulatory finding is made against me;
 - D. where I am applying for or have a current NDIS Clearance, if I have been or am given a WWC Exclusion; or
 - E. where I am applying for or have a current WWC Clearance or hold a current WWC Clearance, if I have been given an NDIS Exclusion or I am excluded from child-related work under a law in another state or territory;
- i. I agree to notify the unit within seven days in the following circumstances:
 - A. if I am or have been excluded from providing support or services to persons with a disability in another Australian state or territory;
 - B. if I am or become subject to a banning order under section 73ZN of the National Disability Insurance Act 2013 (Cth); or
 - C. where I am applying for or have a current NDIS Clearance, if I have been excluded from child-related work under a law in another Australian state or territory and
- j. where I am applying for or have a current NDIS Clearance:
 - A. the NDIS Quality and Safeguards Commission (NDIS Commission) will use the NDIS Worker Screening Database (NDIS Database) to undertake its statutory functions under the National Disability Insurance Scheme Act 2013 (Cth);
 - B. NDIS worker screening units are authorised under legislation to provide my personal information to the NDIS Commission for the purposes of the NDIS Commission undertaking its statutory functions in relation to the NDIS Database; and
 - C. my information will continue to be included in my record on the NDIS Database even if I no longer work in the NDIS sector and NDIS employers will be able to access information about me on the NDIS Database (unless they are no longer linked to me).
10. I consent to the unit correcting the contact information of the organisations for which I do child-related work or provide support or services to person with a disability under the NDIS, if it is satisfied that the information held is incorrect.
11. I consent to the unit sending all communications to me and serving all notices upon me under the Act and the Regulations by email to the email address provided by me to the unit at the time of making my Application or subsequently notified by me to the unit by updating my details through the online portal of the Worker Screening Unit (the online portal) or directly through my Service Victoria account. This includes the communications and notices:
 - a. requesting information (including any document, written submission or consent) for the purposes of assessing or completing my Application or if I am issued with a Clearance, re-assessing my eligibility to hold a Clearance;
 - b. notifying me about the finalisation, progress and outcome of my Application;
 - c. contacting me about updating my details;
 - d. if I am issued with a Clearance, reminding me about the expiry of my Clearance, notifying me of any re-assessment of my eligibility to hold a Clearance, the progress and outcome of such re-assessment or the revocation, suspension or cancellation of my Clearance and sending me periodic emails and eNewsletters; and
 - e. sending me requests for feedback.
12. Except for providing information about changes to my profile information and email address which I agree to provide to the unit through the online portal of the Worker Screening website or directly through my Service Victoria account, I agree to send all written communications (including notifications, correspondence and documents) to the unit by email sent to the Worker Screening Unit at NDISworkerscreening@justice.vic.gov.au and I acknowledge that sending all written communications by email to that email address is a requirement of the unit in order to assess my Application or, if I am granted a Clearance, to re-assess my eligibility to hold a Clearance.

I declare that:

1. I am the applicant named in my Application, and that all information and documents provided as part of my Application are true, complete and correct.
2. I have not omitted any names or aliases that I am currently known by or have ever been known by in the past.
3. If I have provided a photograph for the purposes of this Application, that photograph is less than 12 months old.
4. I acknowledge that withholding information or providing false or misleading information in any of the details and documents provided as part of my Application is a serious offence and may lead to prosecution. If I become aware that I have provided incomplete, incorrect or misleading information, I will contact the Worker Screening Unit as soon as possible.
5. I have read and fully understand the information provided in this form about how and for what purposes my personal information and any criminal history information relevant to me will be handled and disclosed and I understand what I am consenting to.
6. I acknowledge that any information sent electronically (including online or by email) is sent at my risk and I am aware of the consequences of sending information in this way.
7. I understand that I may withdraw any consent given as part of this consent and declaration by written notice emailed to the Worker Screening Unit sent to the email address specified in paragraph 12 above. However, if I withdraw my consent to a national police record check or any other consent included in this consent and declaration, the unit will withdraw my Application and if I have already been issued with a Clearance, I will surrender it. I understand that if I surrender my Clearance, the unit may still assess my eligibility to have a Clearance.
8. I understand by applying as a volunteer I am declaring that I volunteer in a risk-assessed role and do not obtain any profit or gain from doing so. If I incorrectly apply as a volunteer, the WSU may contact me for payment.