

# National Redress Scheme

For people who have experienced institutional child sexual abuse

## Serious Criminal Convictions

Additional Information Form

### Information sharing

The information in this form will be shared with:

1. The Department of Social Services (DSS) in their role as the Scheme Operator.
2. The Attorneys-General in the jurisdiction where you experienced abuse and where your offence occurred.

### Special assessment process for serious criminal convictions

The National Redress Scheme (the Scheme) has a special assessment process for people with serious criminal convictions. In your *Application for Redress*, you let us know you have a serious criminal conviction. This is a sentence to imprisonment for 5 years or more, for a single offence.

This form is required under Section 24 of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*.

To start the special assessment process you need to complete this form, make a copy for your own records and return it to us. If you are unable to return this form within 8 weeks, we will put your Application for Redress on hold until we hear from you.

**Part A** of this form asks for your personal information. We recognise you have already provided some of this information to us. We need to ask for it again so we can undertake a Nationally Coordinated Criminal History Check (NCCHC). Information about the NCCHC is on the back page of this form.

**Part B** of this form asks you to give information about factors related

to your criminal conviction and any rehabilitation you would like us to consider.

The results from the NCCHC, along with what you write in Part B, will be sent to the Attorneys-General in the jurisdiction where you experienced abuse and in the jurisdiction where your offence occurred. They will make a submission about your entitlement to redress.

The Department of Social Services (DSS), in its role as the Scheme Operator will look at the submission and also take into account:

- how the community would view your participation in the Scheme
- the nature of your offence and the length of imprisonment it carried
- the period of time since you committed the offence
- your rehabilitation
- other relevant information.

We will then contact you to let you know if your application can be assessed.

### If you are applying from gaol

If you are currently in gaol and would like the Scheme to consider accepting your Application for Redress you need to complete the *Applying from Gaol – Additional Information Form*.

For the Scheme to accept an application made from gaol there must be exceptional circumstances, including if it is likely you may be:

- too ill to make an application after being released
- not released from gaol before the Scheme stops accepting applications on 30 June 2027.

You can download the form at **[nationalredress.gov.au](http://nationalredress.gov.au)** or contact us on **1800 737 377** (call charges may apply). If you are calling from overseas please call +61 3 6222 3455 and ask to speak from someone from the National Redress Scheme.

## Redress nominees

### Legal redress nominees

If you are the legal redress nominee for a person who has made an *Application for Redress*, you may complete this form on their behalf.

You will need to write your Redress Nominee ID when signing this form. This ID starts with RN, followed by nine numbers. It appears on letters we send to redress nominees.

If you are not yet a legal redress nominee, you must complete the *Redress Nominee Form* before you can act on behalf of a person in the Scheme.

### Assistance redress nominees

Assistance redress nominees are unable to complete this form.

You can download the form at **[nationalredress.gov.au](http://nationalredress.gov.au)** or contact us on **1800 737 377** (call charges may apply). If you are calling from overseas please call +61 3 6222 3455 and ask to speak from someone from the National Redress Scheme.

## Privacy Notice

The Australian Government Department of Human Services (the department) is responsible for the administration of the Scheme. Your personal information is protected by law, including the *Privacy Act 1988* and the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*. It is collected by the department to administer the Scheme, including to assess your application for redress.

Your information may be used by the department, or given to other parties where you have agreed, or where the law allows or requires it.

You can find out more about the way the department will manage your personal information, including our privacy policy, at **[humanservices.gov.au/privacy](http://humanservices.gov.au/privacy)**

## Contact the Scheme

- Visit **[nationalredress.gov.au](http://nationalredress.gov.au)**
- Phone **1800 737 377** (call charges may apply).  
Contact us 8:00am – 5:00pm local time Monday to Friday, excluding public holidays.

If calling from overseas, please call +61 3 6222 3455 and ask to speak to someone from the National Redress Scheme.

## How to fill in this form

Write clearly so we can understand.

Write in BLOCK letters.

N	A	M	E						
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Use Black Pen.

Black out where you make a mistake. Please do not use correction fluid or tape.

**Please initial any changes you make.**

	N	A	M	E					
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Mark boxes like this

## Return your completed form to

NRS

Reply Paid 7750

Canberra BC ACT 2610

Australia

# Part A: Your personal information

The Scheme will use this information to undertake a Nationally Coordinated Criminal History Check. If you don't have all the answers please write what you can.

## 1 Your name

Mr     Mrs     Ms     Miss     No title

Other

First name

Other given name

Other given name

Last name

## 2 Have you been known by or used any other names?

Yes Please write the full name(s) below. Include all names you have used. Attach another sheet if you need more space.

No (go to question 3)

Other names

First name

Other given name

Other given name

Last name



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Other names - continued

First name

Other given name

Other given name

Last name

Include all names you have used. Please attach another sheet if you need more space.

Yes, I have attached another sheet for other names.

### 3 Please write your date and place of birth

Date of birth. Please write this as DD/ MM/ YYYY.

/  /

Please write the suburb / town you were born

Please select the state you were born

ACT    NSW    VIC    WA  
 TAS    QLD    NT    SA    Overseas

### 4 Your gender

Male  
 Female  
 X Indeterminate/Intersex/Unspecified

## 5 Your residential address

Please provide your address(es) for the past 5 years. If you cannot provide full details, please write as much as you can. Attach a separate sheet if you need more space.

If you have been in gaol continuously for the last 5 years, please go to the next question.

If you are currently in gaol, you will need to complete the *Applying from Gaol – Additional Information Form*.

Current address

Starting  /  /

Number

Street

Suburb

State  ACT  NSW  VIC  WA  
 TAS  QLD  NT  SA  Overseas

Postcode

Country

Previous address

From  /  /  to  /  /

Number

Street

Suburb

State  ACT  NSW  VIC  WA  
 TAS  QLD  NT  SA  Overseas

Postcode

Country

Previous address

From  /  /  to  /  /

Number

Street

Suburb

State  ACT  NSW  VIC  WA  
 TAS  QLD  NT  SA  Overseas

Postcode

Country

Please attach another sheet if you need to add more addresses.

Yes, I have attached another sheet for other addresses.

**6 If you have any of these documents please write the details. They help us know we have identified the right person in the NCCHC.**

Drivers licence number

State of issue

Firearm licence number

State of issue

Passport number

Country of issue

Birth certificate registration number

Suburb/Town of birth

Date of registration

/  /

**7 Do you have a Redress ID?**

If you have already applied to the Scheme you will have a Redress ID. You can find the Redress ID on the top of most letters you have received from the Scheme.

- Yes Please write your Redress ID in the box below (if known)

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- No

## Important information about giving your consent for a Nationally Coordinated Criminal History Check (NCCHC)

More information about the NCCHC is included at the back of this form. Before the Scheme can undertake a NCCHC we need you to give your consent. You do this when you sign and date this document.

When you sign the document, you are saying that:

- You understand your information will be shared with the Attorneys-General, or their nominated representatives for the purposes of determining your entitlement to redress.
- You give permission for the Scheme to request a NCCHC on your behalf.
- You understand the information collected in this form, along with the result of the NCCHC, will be stored with your Application for Redress.
- You have read and understood the information in this form and have no further questions.

Please contact the Scheme if you have any questions about what you are consenting to. Contact us on **1800 737 377** (call charges may apply). If you are calling from overseas please call +61 3 6222 3455 and ask to speak from someone from the National Redress Scheme.

### More information

Redress Support Services can offer you information, support and advice. More information is available at **[nationalredress.gov.au](http://nationalredress.gov.au)** or call us for help to find support services on **1800 737 377** (call charges may apply). If you are calling from overseas, please call us on +61 3 6222 3455 and ask to speak to someone from the National Redress Team.



## Part A: Your consent

- 8 Please print your name, and then read the statement below. When you have no further questions please give your consent to the Scheme undertaking a NCCHC by signing the box below.

Legal redress nominees are able to provide consent on the person's behalf.

I, \_\_\_\_\_

**(print full name of applicant/legal redress nominee)**

- a. acknowledge that I/the applicant/nominee understand the information on this form.
- b. acknowledge that the National Redress Scheme 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 of section 63 of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*.
- c. have fully and accurately completed this form, and the personal information I/the applicant/nominee, have provided relates to me/the applicant, and contains the full name and all names previously used by me/the applicant.
- d. 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).
- e. acknowledge that personal information that I/the applicant/nominee provided in this form may be disclosed to Commonwealth, State or Territory government departments as required for a decision on my/the applicant's entitlement to redress under the Scheme.
- f. acknowledge that any information sent by mail or electronically, in relation to this form is sent at my/the applicant's risk and I/the applicant/nominee, am aware of the consequences of sending information in these ways.
- g. acknowledge that I/the applicant/nominee am aware that I/the applicant/nominee am providing consent for a national check to be conducted on all personal information provided in this form.
- h. understand and consent to police information relating to me/the applicant, being disclosed in accordance with the purpose of section 63 of the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018*, applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
- i. give consent to:
  - I. the ACIC and police agencies using and disclosing my/the applicant's personal information that I/the applicant/nominee, have provided in this form to conduct a nationally coordinated criminal history check.
  - II. the ACIC disclosing the police information sourced from the police agencies to other approved bodies.
  - III. 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).

**Your name/legal redress nominee name**

**Your signature /legal redress nominee signature**

**Date** (DD/MM/YYYY)

 /  / 

**Legal Redress Nominee ID**

 R N

## Part B: Criminal Conviction

The Scheme will share this information with the Scheme Operator and the Attorneys-General in the jurisdiction where you experienced abuse and where your offence occurred to assess your entitlement to redress.

If you don't have all the answers please write what you can.

### 9 Are there any factors related to your offence(s) which you would like the Scheme to consider?

### 10 Can you describe how you have rehabilitated since your offence?

Rehabilitation may be programs you have completed, or jobs you had since your offence(s). It may also include education or training courses you have undertaken.

Please attach another sheet if you need to add more information.

Yes, I have attached another sheet with more information.

## Part B: Acknowledgement

- 11** I acknowledge that information contained within this form will be shared with the Scheme Operator. The information in this form may also be shared with the relevant Attorneys-General.

Your name/legal redress nominee name

Your signature /legal redress nominee signature

Date (DD/MM/YYYY)

 /  /

## **Important information about the Nationally Coordinated Criminal History Check (NCCHC) from the Australian Criminal Intelligence Commission (ACIC)**

A NCCHC is conducted with your consent to determine if you are entitled to redress under the Scheme. A NCCHC contains your personal information, and police information that is disclosable about you, according to the purpose of your check.

### **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.
- 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 (the Scheme) will use the personal information collected in this form to request a NCCHC and to assure itself of your identity. The Scheme may have a legislative basis for the collection, use and disclosure of your personal information and police information to a third party. The ACIC recommends you seek more information about relevant legislation from the Scheme. The Scheme, 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. You can contact the Scheme for more information on how they handle your personal information.

### **How is my national check result determined?**

Police information is disclosed in accordance with applicable 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 **[legislation.gov.au](http://legislation.gov.au)**

Australian Capital Territory **[legislation.act.gov.au](http://legislation.act.gov.au)**

New South Wales **[legislation.nsw.gov.au](http://legislation.nsw.gov.au)**

Northern Territory **[legislation.nt.gov.au](http://legislation.nt.gov.au)**

Queensland **[legislation.qld.gov.au](http://legislation.qld.gov.au)**

South Australia **[legislation.sa.gov.au](http://legislation.sa.gov.au)**

Tasmania **[thelaw.tas.gov.au](http://thelaw.tas.gov.au)**

Victoria **[police.vic.gov.au](http://police.vic.gov.au)**

Western Australia **[slp.wa.gov.au](http://slp.wa.gov.au)**