

Special assessment process for serious criminal convictions

The National Redress Scheme (the Scheme) has a special assessment process for people with serious criminal convictions. A serious criminal conviction is a sentence to imprisonment for 5 years or more, for a **single** offence.

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 or your redress nominee.

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

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(s) where you experienced abuse and in the jurisdiction(s) where your offence occurred. They will make a submission about your entitlement to redress.

The Department of Social Services, in its role of supporting the National Redress 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 or your redress nominee to let you know if your application can be assessed.

Redress Support Services

Redress Support Services are specialist community based services available to people applying to the Scheme. They can offer you information and support to complete this form. If you are in gaol, please note that access to support services may be limited.

knowmore is a free legal support service. For free legal advice or support to complete this form you can call knowmore on **1800 605 762** or go to **knowmore.org.au**

For more information about these services go to **nationalredress.gov.au**

You can also call us for help to find support services on **1800 737 377**.

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

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 also 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. This may include where:

- you are too ill to make an application after being released
- you will not be released from gaol before the Scheme stops accepting applications on 30 June 2027
- you are experiencing other exceptional circumstances which justify your application being accepted while you are in gaol.

You can download the form at 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

A redress nominee is a person or organisation who can act on your behalf for the purposes of the Scheme. Your redress nominee can be your contact person for the Scheme. There are two types of redress nominees, **Assistance** and **Legal** nominees.

Assistance nominee

An assistance nominee may help you complete this form but **cannot** sign this form on your behalf.

Legal nominee

A legal nominee may complete **and sign** this form on your behalf.

If you are the **legal nominee**, 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 the assistant or legal nominee, you **must** complete the *Redress Nominee Form* before you can act on behalf of a person in the Scheme.

You can download the form at 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 Social Services (the department) administers the Scheme, assisted by Services Australia. The department is responsible for the collection, use and disclosure of your personal information.

Your personal information is protected by law, including the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* and the *Privacy Act 1988*. It is collected and used by the department, and where applicable, Services Australia, to process your application and for the purposes of administering the Scheme. Your information may be given to third parties with your consent, or where the law allows or requires it.

You can find out more about the way the department and Services Australia will manage your personal information, including the privacy policy for the Scheme, at nationalredress.gov.au/about/privacy

Information sharing

The information in this form will be shared with the National Redress Scheme Operator and the Attorneys General in the jurisdiction(s) where you experienced abuse and where your offence occurred.

Contact the Scheme

- Visit **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

This page has been left blank intentionally.

Part A: Your personal information

The Scheme will use and disclose 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.

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 also need to complete the *Applying from Gaol – Additional Information Form*.

Current address

Starting / / DD/ MM/ YYYY

Number

Street

Suburb

State ACT NSW VIC WA

TAS QLD NT SA Overseas

Postcode

Country

Previous address

From / / DD/ MM/ YYYY

To / / DD/ MM/ YYYY

Number

Street

Suburb

State ACT NSW VIC WA

TAS QLD NT SA Overseas

Postcode

Country

Previous address

From / / DD/ MM/ YYYY

To / / DD/ MM/ YYYY

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.

Please attach certified copies of your identification documents with this form. This is required to allow your Criminal History Check to be processed by the Scheme.

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

 / /

DD/ MM/ YYYY

- I have attached certified copies of my identification documents.

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 page 10 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.

If you have any questions about what you are consenting to please contact the Scheme on **1800 737 377**.

More information

Redress Support Services can offer you information, support and advice. For more information, go to **nationalredress.gov.au** or you can 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 NCCCH 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													
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Part B: Criminal Conviction

This information will be shared with the Scheme Operator and the Attorneys General in the jurisdiction(s) 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(s)?

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 and with 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 Scheme, as an NCCHC accredited body, 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**

Australian Capital Territory **legislation.act.gov.au**

New South Wales **legislation.nsw.gov.au**

Northern Territory **legislation.nt.gov.au**

Queensland **legislation.qld.gov.au**

South Australia **legislation.sa.gov.au**

Tasmania **thelaw.tas.gov.au**

Victoria **police.vic.gov.au**

Western Australia **slp.wa.gov.au**

More information about what to provide to confirm your identity is on the following pages.

Identity documents for NCCHC and ACIC

Only **correctly certified copies** of your identity documents will be accepted for criminal history checks. You are required to prove there is a link between your identity and at least one of the documents which shows your date of birth and contains a photo of you.

Each document you provide must be certified. Information on how to certify each of your identify documents is on the next page (page 12).

You will need to provide **four (4) certified identity documents** to help confirm your identity.

1. The first document **must** be a '**commencement of identity document**'.

A **commencement of identity document** will normally be your:

- full Australian Birth Certificate — not an extract or birth card, and not a commemorative certificate
- a current Australian Passport
- a valid Australian Visa (which may be in the form of a Visa Entitlement Verification Online (VEVO) record or printout)
- an Australian Citizenship Certificate
- an official immigration record or document issued by the Department of Home Affairs or the Department of Foreign Affairs and Trade.

2. The second document **must** be a '**primary use in the community document**'.

A **primary use in the community document** may be a:

- current Australian driver licence, learner permit or provisional licence
- a current foreign passport (with an accompanying Australia Visa)
- a current proof of age card or photo identity card issued by a government agency
- a current shooter or firearm licence (not a minor or junior permit)

3. You **must also** provide **two (2) 'secondary use in the community documents'**.

As a guide, you could provide:

- your Medicare card
- evidence of your enrolment with the Australian Electoral Commission
- a foreign government issued document — such as a drivers licence, or marriage certificate
- a government agency issued photo identity card
- your Aviation Security Identification Card, or Maritime Security Identification Card
- a bank card or credit card*

*The Scheme, as an NCHCC accredited body, does not collect or record the number of your bank card or credit card. You should ask how this information will be removed if you provide a copy as part of this application.

How do I get my identity documents certified?

A person who is an authorised witness for the Application for Redress Statutory Declaration can also certify your identity documents. This person will need to include the following words below, their name, qualification and sign and date each document you provide.

“This is a true copy of the original as seen by me and is a true representation of the person presenting this document.”

“[The person’s name], [Qualification],[Address],[Date], [Signature]”

If you do not have access to your identity documents, contact the Scheme 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.