

Check Submission Fact Sheet

How to Achieve the Best Quality Result Possible



Purpose of the Check

Why do I need to enter a purpose for the checks I submit?

Purpose fields assist the police agencies to process checks and release the appropriate level of information to your agency, as per legislative and policy requirements.

What information should I put into the purpose field?

Your agency should enter as much information as possible about the role and any specific requirements that this may entail, i.e. contact with vulnerable groups, financial responsibility, drug handling.

Please do not use acronyms, as they may not be understood by the police agencies.

Why will putting all this information into the purpose field help my agency?

Detailed purpose fields enable the police agencies to release the required amount of information relevant to the purpose of the check, and of which your agency is eligible to receive. Depending on the role, some exclusions to spent convictions legislation and / or information release policies may be applied, and hence you may receive more information than for a standard employment probity check.

Additional information released in the result of the check may assist your agency to make a better determination regarding the eligibility and potential risk posed by the check subject. This is subject to the application of natural justice, notification and NPCS dispute processes, as outlined in the Memorandum of Understanding / Contract between your agency and CrimTrac.

What are some examples of good purposes?

X Cleaner	✓ Cleaner in a school
X Tech	✓ In-home IT tech support
X Student	✓ Student Placement in a Medical Clinic

 Employment	 Call Centre Operator
 Driver	 Driver for disability support service
 CSO	 Customer Service Officer, cash handling

What else do I need to know?

Where your agency is aware that checks submitted by your agency are eligible to receive offences which may otherwise be considered 'spent', please ensure you are using the correct informed consent form, as approved by CrimTrac.

For more information on the informed consent forms available to your agency and when to use these, please email National Police Checking Service team at nssgeneralenquiries@crimtrac.gov.au

Questions?

Please contact the Authorised Agency Support Contacts (AASCs) at your agency who will direct your enquiry to the National Police Checking Service team.