

Obtaining Informed Consent

Introduction

Prior to requesting a National Criminal History Check via the CrimCheck system, users must first obtain the informed consent of the applicant.

Consent will only be considered to have been received when the applicant signs the National Police Checking Service (NPCS) Application/Consent Form as issued via the CrimCheck website to authorised personnel.

In addition to obtaining informed consent, CrimCheck must establish the true identity of the Applicant prior to submitting a request for a National Criminal History Check. CrimCheck may establish the true identity of the applicant by personally sighting original documentation or by receiving copies via email, SMS, skype or other electronic means.

Document Retention

When a physical Informed consent form is collected, the Informed Consent Form (all pages) must be kept as part of the Crimcheck records for 12 Months unless there is a legal requirement to retain the document for longer periods. The form can be uploaded electronically against the check.

Additional Information

Users requiring clarification or additional information are encouraged to contact CrimCheck staff via (03) 9955 0300 or support@crimcheck.org.au