

243–251 Northbourne Avenue  
Lyneham ACT 2602  
phone 02 6245 7700  
fax 02 6230 1696

PO Box 1573  
Canberra City ACT 2601



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# GUIDE TO NATIONAL CRIMINAL HISTORY RECORD CHECKING (NCHRC) SERVICES

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N.B. The contents of this Guide are correct at time of distribution and are subject to change without notice.

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# Guide to National Criminal History Record Checking Services

## 1 Purpose

The purpose of this document is to describe the provision of National Criminal History Record Checking (NCHRC) services by the CrimTrac Agency (CrimTrac) and all Australian police services.

## 2 Background

### 2.1 What is CrimTrac?

The CrimTrac Agency was established on 1 July 2000 through an Inter-Governmental Agreement signed by the Australian Government Minister for Justice and Customs and state and territory Police Ministers on behalf of their respective governments. The Australasian Police Ministers Council is responsible for defining the Agency's strategic directions and key policies, setting new initiatives, and appointing members to the CrimTrac Board of Management. The Board is responsible and accountable for the overall efficient and effective management of the Agency.

The CrimTrac Agency is a Prescribed Agency and complies with all Commonwealth legislative, financial and administrative arrangements. The Chief Executive Officer reports to the Board and to the Minister for Justice and Customs.

CrimTrac contributes to Australian law enforcement through specifying, developing, delivering and maintaining modern, high-quality, rapid access, electronic police information services and investigative tools.

Additional details may be found at [www.crimtrac.gov.au](http://www.crimtrac.gov.au)

### 2.2 NCHRC Services

CrimTrac provides NCHRC services to accredited third-party agencies. The checks are principally to ensure that persons in positions of trust, specified fields of endeavour and/or required to meet legislative requirements are adequately screened for criminal records. Pre-employment screening checks may be general in nature or targeted for particular kinds of occupations, such as national security rated positions and those working with children, young people and other vulnerable members of the community. Generally, legislation prescribes a NCHRC as a pre-requisite for employment in some or all of these fields. The type of occupation must always be stated when checks are submitted.

Police services provide NCHRC services to non-CrimTrac-accredited Commonwealth/State/Territory agencies and individuals.

### **3 What is a National Criminal History Record Check?**

A National Criminal History Record Check (NCHRC) involves:

- Searching a central index of names of persons of interest to police services, for potential matches with the name of the subject of the check
- The relevant police service comparing name matches with its criminal history records to determine if the matched name is that of the subject of the check
- Identifying and releasing any relevant criminal history information (subject to relevant Commonwealth/State/Territory spent convictions/non-disclosure legislation and/or information release policies)
- Police issuing either a National Police Certificate for individual checks or providing the results to an accredited agency/third party either directly or through CrimTrac.

A NCHRC does not purport to be a complete and comprehensive search of all Australian police records. Its accuracy and coverage are contingent upon accurate identification of the subject of the check and the quality of police records. A NCHRC is an important tool for an accredited agency to use as part of a risk-management regime. Consideration of the criminal history information should form only one part of the assessment processes for an individual's suitability.

### **4 Why are NCHRCs available?**

#### **4.1 Legislative Requirement**

NCHRCs are prescribed by legislation in various circumstances, such as employment in some government agencies, as a condition of grant of a licence, or to work with children or other vulnerable members of the community. For example, in Queensland the Commissioner for Children and Young People may request the Commissioner of Police to conduct a full NCHRC before issuing a "blue card" for paid or voluntary work in child-related employment/businesses. The requirement for a NCHRC and any standard, which must be met, is usually specified in the relevant legislation. In addition, many countries require a NCHRC as part of entry visa processing.

#### **4.2 Community Benefit**

NCHRCs are increasingly sought by public sector agencies, private sector entities and volunteer organisations as a prudent pre-employment or pre-engagement check. The fundamental accreditation criterion is that a community benefit will be realised through access to NCHRC services by an agency. A community benefit is defined in terms of criminal history record checking as "contributing directly to a process that enhances the safety and security of the community at large and in particular children, the frail, the elderly and the disadvantaged".

## **5 What laws apply?**

### **5.1 Privacy**

Court records of criminal cases and convictions lie in the public domain. They are not governed by Australian privacy legislation and may be legitimately accessed by any member of the public. However, limitations apply in all jurisdictions as to what may be legally reported and/or disclosed from these court records, particularly in relation to sexual offences against young people. Identification of juveniles from court records is prohibited in all jurisdictions.

Generally, individuals are able to access their own police records through Freedom of Information legislation. Third-party NCHRCs are only undertaken with either the written informed consent of the subject of the check or when prescribed by legislation.

### **5.2 Limitations on Disclosure**

A range of Commonwealth, State and Territory legislation governs the disclosure and sharing of criminal history information. In most jurisdictions, Spent Convictions legislation and legislation prohibiting identification of juvenile offenders and/or disclosure of juvenile convictions limit disclosure of criminal history information. Legislation varies from jurisdiction to jurisdiction.

Police services have agreed to maximise release of criminal history information to each other to the extent permissible by their respective legislation and/or information release policies. Where NCHRCs cross multiple jurisdictions, police vet their own records as necessary with a view to disclosing the maximum criminal history information within the bounds of the relevant legislation/policy. This approach is based on convictions which, taken in isolation, would be regarded as spent in the originating jurisdiction but may still be released/activated when considered in conjunction with other police records in that broader context.

Legal advice indicates that the informed consent of the subject of a check is lawful authority for transmission/exchange of spent convictions information between police services and between CrimTrac and police services for the purpose of delivering NCHRC services.

### **5.3 Required Disclosure**

Disclosure of criminal history information may be prescribed by specific legislation, particularly in relation to sexual offences and to people wishing to engage in child-related employment. Legislation varies from jurisdiction to jurisdiction and may be peculiar to a particular agency or requirement. These specific disclosure requirements override any general provisions of Spent Convictions legislation.

For example, the *Commission for Children and Young People (CCYP) Act 1998* (NSW) authorises complete disclosure of convictions for sexual offences, no matter how dated, for NCHRCs on people wishing to engage in child-related employment. In other cases, a NCHRC is required to establish fitness for some statutory requirement or for public sector employment and may involve disclosure of convictions of specific types of

offences. For example, fire fighters are required in many jurisdictions to disclose all personal arson-related convictions, no matter how dated.

Disclosable outcomes derived from the same criminal history record set will, therefore, vary from jurisdiction to jurisdiction and from case to case depending on the purpose of the check, the agency requesting it, the types of offences and the required level of disclosure in the relevant legislation.

## **6 Who maintains criminal history records?**

### **6.1 The Courts**

Courts maintain records of cases heard before them and associated outcomes, including convictions and sentences. These records identify convicted offenders and may be searched by members of the public. However, court records are generally held in a format optimised for legal research, and are not consolidated for individual offenders. Court records also provide very limited data for identification of individuals. It is not feasible to derive a high integrity, single view of all court appearances and criminal convictions for an individual from court records.

### **6.2 The Police**

Australian police services currently maintain the most comprehensive collection of criminal history records. Each police service employs its own processes for capturing details of court convictions and storing this information in its police systems. Police systems also record charges and other offence information which may be relevant / disclosable in some circumstances. The format and components of a criminal history record vary from jurisdiction to jurisdiction.

### **6.3 CrimTrac**

CrimTrac maintains a central index of personal information held by police services. This index simply indicates whether an individual is recorded in the relevant police records of any jurisdiction as a person of interest and, if so, in which jurisdiction/s the individual's record is held.

The index stores only sufficient information to provide an acceptable standard of identity matching but not criminal history details.

## **7 Who has access to criminal history records?**

### **7.1 Police services**

Authorised police service staff access criminal history record systems in their own jurisdictions. Although police services are keen to share more information over time, and are moving to develop information sharing systems through CrimTrac, they generally do not have access to another police service's records for third-party NCHRC purposes. Information from another police service's records must, therefore, be requested.

## **7.2 CrimTrac**

CrimTrac itself does not access the content of police criminal history records. Criminal history information is channelled through CrimTrac in the NCHRC context and authorised CrimTrac staff may access the information in the course of transmitting to the relevant accredited agency.

## **7.3 Third Parties**

A third party may only have access to criminal history information with either the explicit written consent of the subject (informed consent) or if authorised by legislation. The third party is responsible for obtaining the subject's consent, recording it in an acceptable format and storing the criminal history information securely.

Once a NCHRC has been completed, the disclosable outcomes will be released to the individual or relevant agency. Third parties are required to observe the Information Privacy Principles (or National Privacy Principles in the case of private sector agencies) and in particular ensure that the information is:

- stored securely and is safe from unauthorised access
- used only for the purpose for which it was sought; and
- in relation to accredited agencies, not disclosed to any other party without the prior written agreement of CrimTrac and, where required to do so under law, following consultation with CrimTrac.

These conditions are incorporated into the standard form of agreement under which CrimTrac co-ordinates NCHRCs for accredited agencies. Police services have varying internal policies and procedures when dealing with agencies.

## **8 Who may request a NCHRC?**

### **8.1 Individuals**

Individuals may request a NCHRC on themselves. Typically, a person will be required to present a National Police Certificate as part of a pre-employment screening, as a pre-requisite for volunteer work, as preparation for a court appearance, to apply for a visa to enter/stay in some countries, or to satisfy some statutory requirement.

Individuals may only seek a NCHRC through their local police service

### **8.2 Public Sector Agencies**

Public sector agencies may seek NCHRCs for two purposes:

- Compliance with statutory requirements; and
- Pre-employment screening.

Statutory requirements are usually specified in the relevant legislation administered by the agency or accepted as part of proper administrative practice. For example, many pieces of legislation require assessment of an applicant's character for some benefit or

permission as a fit and proper person. A NCHRC would commonly be seen as a normal part of that assessment. Requirement for a NCHRC is often specified in legislation as part of the registration conditions for doctors, nurses, teachers and other professionals. Similarly, a NCHRC is required as part of processing applications for the grant of Australian citizenship.

Public sector agencies which conduct 500 or more NCHRCs each year may seek accredited agency status. Accredited agencies deal directly with CrimTrac rather than the police services. An agreement for the provision of NCHRC services in the form of a Memorandum of Understanding (MOU) is established between CrimTrac and core Commonwealth Government agencies. A contract is executed between CrimTrac and State/Territory agencies.

### **8.3 Private Sector Entities**

Private sector entities which conduct 500 or more NCHRCs annually may also seek accredited agency status. These entities may request NCHRCs for a wide range of legitimate purposes including pre-employment screening. In some cases, such as private schools and child care facilities, employers may be required by law to seek NCHRCs for prospective employees.

Private sector entities may only request NCHRCs for their own direct use, or that of the clients they service (e.g. where the entity acts as a “broker” between its own client and CrimTrac), and with the explicit written consent of the individual. They must protect the information from improper access or use.

A fundamental principle of providing a NCHRC service to private sector entities is that the purpose of the check (i.e. to comply with legislation or provide a community benefit) is the justification for the check, not the industry or business sector in which the entity operates.

A contract is executed between CrimTrac and private sector entities for the provision of NCHRC services.

### **8.4 Volunteers**

A government agency, private sector entity or non-government organisation which conducts 500 or more NCHRCs annually may access NCHRC services through CrimTrac to screen current or prospective volunteer workers. To be eligible for reduced fees for NCHRCs, the following tests must be satisfied:

- No remuneration to the volunteer worker for work except out-of-pocket expenses; and
- The work fulfils a charity or community service good.

Volunteer organisations requesting NCHRCs for pre-employment screening of paid staff are treated as private sector in this context and the NCHRC attracts a higher processing fee.

The purpose of the NCHRC must be stated. Volunteer organisations, whether for volunteers or paid staff, must state the kind of prospective activity / occupation in which the staff will be engaged when requesting an NCHRC.



## **8.5 Others**

There is currently no channel for other kinds of entities to seek a NCHRC in relation to an individual of interest to them. In such cases, the individual would seek a personal NCHRC and supply the National Police Certificate by consent to the other party.

## **9 What is the Accreditation Process for Public and Private Sector Agencies?**

### **9.1 Accreditation Criteria**

Details of the accreditation criteria may be found in the *Accreditation Procedures to Access National Criminal History Record Checking Services Provided by the CrimTrac Agency* document.

### **9.2 Access to NCHRC Services**

Agencies that expect to submit more than 500 NCHRCs per year can apply to, and are serviced by, CrimTrac. Agencies that are likely to submit fewer than 500 checks per year apply to their local police service. Police services also provide checking services for individuals.

Access to NCHRC services delivered by CrimTrac involves the following steps:

- Provision of initial accreditation information and advice by CrimTrac
- Agreement of the local/host police jurisdiction for the agency to utilise NCHRC services
- Lodgement of a formal submission to CrimTrac
- Assessment of the formal submission by CrimTrac
- Agreement by all police jurisdictions to provide NCHRC services to the agency
- Notification to agency of Accreditation by CrimTrac
- Establishment of a standard form agreement with CrimTrac (MOU/Contract)
- Development of a suitable Informed Consent form
- Successful test of access mechanisms
- Pre-commencement information session and informal onsite review

Access to NCHRC services delivered by police services vary in detail from jurisdiction to jurisdiction and the local jurisdiction would need to be contacted for specific details.

### **9.3 The Accreditation Process**

Details of the accreditation process may be found in the *Accreditation Procedures to Access National Criminal History Record Checking Services Provided by the CrimTrac Agency* document.

## **10 Who can be the subject of a NCHRC?**

Only natural persons are capable of having a criminal history. Corporations, such as public and private sector agencies, are not subject to criminal law and cannot accrue a criminal history, although they may, of course, be subject to other legal sanctions.

Any individual may be the subject of a NCHRC and any individual may request a NCHRC on his or her own behalf.

Third parties – public agencies and private sector entities, volunteer organisations and other entities – may only request a NCHRC with either the explicit written consent of the individual or when specifically required by legislation.

## **11 How can one be sure the NCHRC is for the right person?**

### **11.1 Individuals**

Individuals must present satisfactory proof of identity to support a request for a NCHRC. It is open to police services to determine what standard of proof of identity is required. The conventional “100-point” identity check endorsed by AUSTRAC is considered the minimum standard for determining identity. When an individual presents with a NCHRC request, identity verification should be sighted and recorded.

It is not possible for an individual to request a NCHRC via telephone or online. Individuals must either physically present with proof of identity or provide acceptable certified copies of identity documents for mail / fax requests. This can vary between jurisdictions where available.

### **11.2 Third Parties**

Third parties must establish the true identity of individuals to the extent necessary for their own requirements. The AUSTRAC 100-point check is the minimum standard for determining identity when submitting checks through CrimTrac. There is an expectation that third parties will exercise reasonable care and diligence in verifying identity prior to the check being conducted. NCHRC services may be withdrawn if identity verification is judged to be reckless or careless.

When requesting a NCHRC through CrimTrac, third parties must provide the identity information below in the prescribed format:

- Surname (including all names under which the individual has been known)
- Given Name(s) (including all names under which the individual has been known)
- Date of Birth
- Gender
- Place of Birth
- Current Address
- Confirmation that Informed Consent for the check is held
- Confirmation of identity in accordance with the *Financial Transaction Reports Act 1988* (Cth)

- Previous Address(es) (if applicable)
- Driver's Licence Number (if applicable)
- Passport Number (if applicable).

### **11.3 Name Matches**

CrimTrac's External Agency Management System (EAMS) interrogates a central index of names of persons of interest to police services which uses a sophisticated "search engine" to identify "potential matches" through the use of a "searching and matching algorithm". If a potential match is identified, the name is referred for evaluation to the respective police service holding the record. While "searching and name matching" is a critical tool in the NCHRC context, it is important to note that, like any automated process, it has its limitations.

Given the very significant holdings of persons of interest data stored in the central index, it has become necessary to determine an objective cut-off point based on several relevant statistical factors and tolerances. Only potential matches scoring above that cut-off point are returned.

Name matches returned as the result of a check can only be regarded as potential matches in the first instance. Initial potential matches are checked by relevant police services to confirm that the identity of the subject of the check relates to the records held. If identity is inconclusive, police services will seek further information from the submitting agency.

### **11.4 NCHRC Results**

National Police Certificates / NCHRC reports issued to individuals/agencies re-state identity data – surname, given name, date of birth and gender at a minimum along with disclosable criminal history if it exists.

Third parties and agencies should bring to the notice of the subject of the check any matters relating to criminal history information listed on the National Police Certificate or obtained from a NCHRC report that could cause an adverse decision in respect to their assessment. Any mistake or confusion over identity should be clarified at this stage. Police services will provide a fingerprint-based identification check (free of charge) as part of the NCHRC process in cases where there is some question as to the correct identity of the subject of the check.

## **12 How is a NCHRC requested?**

### **12.1 Individuals**

Individuals must request a NCHRC via form/s prescribed by police services. The forms can vary from jurisdiction to jurisdiction but usually contain:

- The identity information at para 11.2
- The purpose of the check
  - If the purpose of the check is Volunteer, verification of volunteer status
  - If the purpose of the check is Employment, details of occupation

- Verification of identity, either through certification that identity documentation has been sighted or attachment of certified true copies.

Forms may be made available online via the Internet and/or other channels at police service discretion, but must be lodged on paper in person or by mail/fax depending on local procedures. Generally, individuals must:

- Complete and lodge the prescribed NCHRC request form
- Provide required identity documentation
- Pay the prescribed fee in a form accepted by the police service
- In some jurisdictions, indemnify the issuing police service and any other conditions associated with the NCHRC.

## **12.2 Public Sector Agencies and Private Sector Entities**

Police services establish access points and channels through which non-CrimTrac-accredited third parties may request NCHRCs. Provided suitable relationships have been established, online and telephone requests may be acceptable at the discretion of the individual police services.

Accredited agencies can currently lodge NCHRC requests electronically with CrimTrac via encrypted e-mail. Requests must be made in a standard XML format prescribed by CrimTrac. Comprehensive information on this is provided separately by CrimTrac.

## **13 How is an NCHRC undertaken?**

Accredited agencies forward NCHRC requests to CrimTrac electronically as a data file. Request data is uploaded to EAMS, which queues NCHRC queries and captures the resulting reports.

Police services access EAMS to input individual checks or upload batch data for state-based agencies. (The facility to upload check data and download check results online will be available to accredited agencies in due course.)

If there is no potential match, CrimTrac/police services as appropriate forward the summary data to the requesting agencies. Police services produce a certificate or other appropriate document for provision to an individual NCHRC applicant.

If there is a potential match, the details are referred to the relevant police services for further processing.

## **14 Where can a NCHRC be requested?**

### **14.1 Individuals**

Individuals may only apply for a NCHRC in the police jurisdiction in which they are domiciled or normally reside. Jurisdiction shopping, whether to benefit from different fee structures or from different disclosure legislation / policies, is not permitted. However, police services may pursue a NCHRC for an out-of-jurisdiction request at their discretion, such as pre-employment screening for an interstate applicant or a person who has recently moved into a different jurisdiction.

Since individuals must provide satisfactory proof of identity, NCHRC requests can only be made in person or by mail / fax where acceptable. Police services establish and publicise access points at which individuals may seek a NCHRC. In some jurisdictions, individuals are expected to present in person to police stations to request a NCHRC, as this offers the highest level of identity integrity.

## **14.2 Public Sector Agencies and Private Sector Entities and Volunteer Organisations**

Accredited agencies request NCHRCs directly from CrimTrac.

Organisations, which are not accredited agencies, may only request NCHRCs in the police jurisdiction in which they are physically based and/or maintain their primary place of business or operations. Jurisdiction shopping, whether to benefit from different fee structures or from different disclosure legislation / policies, is not permitted. However, police services may pursue a NCHRC for an out-of-jurisdiction request at their discretion, such as pre-employment screening for an interstate applicant.

Where an organisation is national in nature or spans a number of jurisdictions, police services collaborate in determining the most suitable service approach.

Police services will determine access points for organisations that are not accredited agencies.

## **15 How much does a NCHRC cost?**

Police services set their own charges for NCHRCs by adding an administration fee to the standard CrimTrac fee.

The CrimTrac Board of Management has set CrimTrac NCHRC charges (GST exclusive) as follows:

	From 1 Jul 06
Non-Government Checks	\$25.75
Government Checks	\$20.60
Individual Checks	\$20.60
Volunteer Checks	\$5.15

The rate for Volunteer Checks has been intentionally set at a level that encourages and assists volunteer organisations to undertake NCHRCs routinely for volunteer workers.

Police services may set their own charges for any checks they may wish to offer outside the NCHRC initiative, such as fingerprint-authenticated checks.

## **16 How long will a NCHRC take?**

The CrimTrac service delivery standard is 95% of all routine checks processed within ten business days. The standard for urgent checks, offered on a limited basis, is 95% will be processed within five business days.

While most checks meet this performance standard, on occasion unavoidable delays may occur, particularly when additional information is sought from the requesting agency or criminal history information is not available online and must be retrieved by police services from paper or microfilm storage.

## **17 What will the requester get?**

### **17.1 National Police Certificate**

Individuals and organisations seeking NCHRCs through police services will be provided with a National Police Certificate (NPC). The National Police Certificate will provide basic identity data – full name, date of birth and gender as a minimum – and indicate either no record is held or details of disclosable court outcomes along with any qualifications which may need to be made in relation to the record.

Police services develop and maintain a suitable National Police Certificate form. The forms normally display an official crest or logo and are signed or certified by an authorised officer. NPCs vary from jurisdiction to jurisdiction.

### **17.2 Accredited Agency Report**

Accredited agencies receive initial results electronically. Final results are released by CrimTrac in a hard copy format. These results will indicate that no record is held or releasable, or disclosable criminal history exists and a copy of that history will be attached.

## **18 Who keeps track of NCHRC requests?**

### **18.1 Police services**

Police services record NCHRC requests in their own systems. At a minimum, these systems record:

- Identifier or Reference Number for Request
- Purpose of request
- Date of request
- Date of completion / release of National Police Certificate.

Police services may maintain more detailed information to support their reporting requirements.

### **18.2 CrimTrac**

CrimTrac records and tracks all accredited agency NCHRC requests via its EAMS system. EAMS records:

- Originating agency
- Originating agency office or sub-unit
- Originating agency reference number
- Input date
- Input time

- Enquiry type
- Date of completion
- Business days elapsed since date of submission.

CrimTrac records the despatch and return of reports and police service referrals, and follows up cases, which may exceed agreed timeframes.

Police service requests channelled through EAMS are also recorded.

## **19 What are the procedures for maintaining NCHRC information?**

Agencies and third parties who hold NCHRC information are responsible for storing it securely and in accordance with applicable legislation and standards. Custodians of NCHRC information are responsible for ensuring that it is not used for purposes other than those for which it was sought.

If criminal history information is retained for an indefinite time there is the likelihood that some convictions could become spent and therefore non-disclosable under Spent Convictions legislation and/or information release policies. Once convictions become spent and thus non-disclosable, the accredited agency and/or its staff risk being in breach of Spent Convictions legislation.

CrimTrac recommends that agencies and third parties hold only completed informed consent forms as permanent records, along with (a) information that a check has been conducted, (b) the result of the check and (c) how the information affected any subsequent decision-making processes. Detailed criminal history information should not be retained as part of the agency's records and should be retained for a period not exceeding three months. CrimTrac only retains criminal history information for one month following transmission to accredited agencies.

Criminal history information is to be destroyed only by authorised personnel by any method that will prevent the identity of the individual being deduced from reconstitution of the residue.

## **20 Who checks all this?**

### **20.1 Police services**

Police services may put in place internal and/or external audit programs of their NCHRC activities, at their discretion. Police service audit programs encompass:

- Compliance with informed consent requirements
- Standards of identity verification
- Compliance with third-party record keeping requirements
- Compliance with spent convictions legislation and other limitations on disclosure.

Police services are themselves subject to internal audit and external audit by their respective government audit offices.

## **20.2 CrimTrac**

CrimTrac monitors accredited agencies to ensure that their criminal history processing complies with the requirements specified by the contract/MOU. The process may involve either a formal review by CrimTrac external auditors or an informal review by CrimTrac staff. Details of the audit and review process may be found in the *National Criminal History Record Checking Audit and review program* document.

CrimTrac activities are themselves subject to internal audit and external audit by the Australian National Audit Office.



## 21 Glossary

<b>Accredited Agency</b>	An agency approved by CrimTrac and the Australian police services to access NCHRC services through CrimTrac in accordance with the document <i>Accreditation Procedures to Access NCHRC Services</i> .
<b>Applicant</b>	An individual who provides written Informed Consent to a NCHRC of their name being conducted, or an individual for whom a NCHRC is mandated by legislation.
<b>Business Day</b>	A weekday other than a public holiday.
<b>Court Outcomes</b>	The record of court convictions and findings of guilt, which includes spent convictions and findings of guilt that have not been recorded as convictions or deemed to be convictions by the court.
<b>Criminal History Information</b>	Information relating to disclosable court outcomes or other information regarding the name provided to a police service and included within a NCHRC. This information will only be released subject to relevant spent convictions/ non-disclosure legislation and/or information release policies.
<b>Disclosable Court Outcomes</b>	The record of court convictions and findings of guilt, to which provisions of relevant spent convictions/non-disclosure legislation and/or information release policies have been applied.
<b>Government NCHRC</b>	A NCHRC submitted by a Commonwealth, State, Territory or Local government agency.
<b>Individual NCHRC</b>	A NCHRC submitted by an individual person on that person's own behalf. Individual checks are not conducted by CrimTrac.
<b>Informed Consent</b>	A signed consent form that sets out: <ul style="list-style-type: none"> <li>a. the nature of a NCHRC;</li> <li>b. the purpose(s) for which the information is being collected (to authorise the accredited agency to obtain criminal history information);</li> <li>c. any person to whom, or agency to which, the information will be disclosed (CrimTrac, Federal, State or Territory Police); and</li> <li>d. any law which requires that their personal information be collected and the consequences of not complying.</li> </ul>

<b>National Criminal History Record Check (NCHRC)</b>	A criminal history record check carried out in accordance with the contract/MOU. NCHRCs are one of four types which attract different fees: a. Individual b. Government (Commonwealth, State, Territory and Local) c. Non-Government d. Volunteer.
<b>NCHRC Services</b>	The services provided by CrimTrac under the contract/MOU.
<b>Non-Government NCHRC</b>	A NCHRC submitted by a non-government entity.
<b>Originating/Requesting Agency</b>	The source of a request for a NCHRC about one or more individuals. May be a CrimTrac accredited agency or a police service non-CrimTrac-accredited agency.
<b>Person of interest</b>	An individual for whom one or more Australian police services maintains a record of some kind. This includes non-criminal activities such as licensed firearms holders or retailers.
<b>Potential Match</b>	The result of an enquiry of the central index of names of persons of interest that has produced a name or names to be referred to police services.
<b>Routine NCHRC</b>	A NCHRC submitted by an accredited agency with the expectation that the NCHRC will be finalised within a period of 10 Business Days.
<b>Third Party</b>	Any entity, other than the subject individual, able to request a NCHRC.
<b>Urgent NCHRC</b>	A NCHRC submitted by an accredited agency with the request that the NCHRC will be finalised within a period of 5 Business Days and indicating that: a. time is of the essence; and b. the consequences of finalising the check as a Routine NCHRC are unacceptable to the agency; and where CrimTrac is satisfied that the request is urgent.
<b>Vetting</b>	The process by which police services determine which elements of the criminal history record are and are not disclosable.
<b>Volunteer Check</b>	A NCHRC submitted by an individual person, government or non-government entity where: a. the employment provides no remuneration to the applicant for work undertaken except out-of-pocket expenses; and b. the work undertaken fulfils a charity or community service good.