



Diocesan Safe Ministry Disclosure Form National Criminal History Record Check Working with Children Safe Ministry Check

Within the Anglican Diocese of Newcastle

Who Needs to Complete these Checks?

All those seeking a licence to minister as a chalice assistants, lay liturgical assistants, or to have authority to preach in the local congregation are required to complete the following prior to being issued with a licence, and every three years thereafter:

- *Diocesan Safe Ministry Disclosure Form*;
- *Working with Children Safe Ministry Check ('Applicant Declaration and Consent')*.

All applicants for ordained local ministry are required to complete the following at the point of entry into the Diocesan discernment process. In normal circumstances applicants will not be invited to attend a vocation discernment conference if these checks have not been completed:

- *Diocesan Safe Ministry Disclosure Form*;
- *National Criminal History Record Check*;
- *Working with Children Safe Ministry Check ('Applicant Declaration and Consent')*.

All interim authorised lay ministers and authorised lay ministers are required to complete the following prior to being commissioned by the Bishop to lead within a Parish Ministry Team, and every three years thereafter:

- *Diocesan Safe Ministry Disclosure Form*;
- *National Criminal History Record Check*;
- *Working with Children Safe Ministry Check ('Applicant Declaration and Consent')*.

All candidates for ordained local mission and clergy holding a licence to minister (including permission to officiate, deacon or priest in local mission or a licence for stipendiary ministry) are required to complete the following prior to being issued with a licence, and every three years thereafter:

- *Diocesan Safe Ministry Disclosure Form*;
- *National Criminal History Record Check*;
- *Working with Children Safe Ministry Check ('Applicant Declaration and Consent')*.

Overview of Processes

1. We will send you the three forms that you need to complete, they are also available online at <http://www.schooloftheology.net/safeministry/> for you to download and complete;
2. The *Diocesan Safe Ministry Disclosure Form* needs to be completed and mailed to the Director of Professional Standards, further details are provided below;
3. The *National Criminal History Record Check* form needs to be taken to your local police station, further details are provided below. The cost of this check is a legitimate ministry expense and you should seek financial assistance from your Parish Council;
4. The *Working with Children Safe Ministry Check* form, together with photocopies of the necessary identification needs to be completed and mailed to the Diocesan Office. There is no charge for this check, further details are provided below.

Completing the Diocesan Safe Ministry Disclosure Form

Please complete the disclosure form, including signing and dating the form, and follow the instructions for returning it to the Diocesan Office.

Applying for a National Criminal History Record Check

Please complete the application form (P779), a copy of this form will be sent to you. Then present it in person with your proof of identification to a NSW Police Station or NSW Registered Organisation. You will need to pay the fee (currently \$52) when you present the form.

Completing Section A

Applicants **must** provide:

- A day time telephone contact number;
- Their full name (including middle name), date of birth and gender;
- Country of birth (if the country of birth is Australia then the Suburb/Town and State must also be provided);
- Details of their current and previous residential address;
- All previous names or aliases by which they are or have formerly been known, including their maiden name. Applicants must inform police if they have more than three (3) alias names when submitting the form. Additional previous and alias names must be provided by using Form P826 *Additional names for NCHRC purposes* available at www.police.nsw.gov.au.

Applicants must also list three (3) types of acceptable identification from the list below. Identification must be current, original documents and include at least one type of photographic ID, and identification that contains a signature and date of birth.

Applicants must record in the space provided, the identification type (eg Medicare card) and identification number (if applicable). Acceptable types of identification are:

- Current drivers licence;
- Birth Certificate;
- Citizenship Certificate;
- Certificate of Marriage or Change of Name;
- Government issued identity card;
- Private health care fund card;
- Medicare Card;
- Senior Citizens / Govt. concession card;
- Rates notice;
- Utility account (eg electricity, gas, telephone);
- Current student identity card;
- Union/Professional membership card;
- Licence issued by a Government authority;
- Employee identity card with photograph.

Completing Section B

Applicants must select:

- the *name and date of birth* check box;
- the *'other'* box for purpose of check, and specify: 'Licenced Parish Worker, Anglican Church of Australia'

Completing Section C

Applicants must read and sign the consent section of the application form and specify the following details:

Name: Anglican Diocese of Newcastle
Street: P. O. Box 817 (Level 3, 134 King Street)
Suburb: Newcastle
State: NSW
Postcode: 2300

Applicants should refer to the terms of the consent contained on page two of the application form (Instructions for Applicants).

The National Police Certificate will only be released to the person or organisation nominated in the consent at the address specified. No duplicates or copies will be released by the NSW Police Force for any purpose.

Submitting NCHRC Application Forms

Applicants must contact the NSW Police station nearest their place of residence to organise a suitable time and location to submit the completed application form. Applicants need to inform the Police station that finger prints are not required.

Applications being submitted via NSW Police Registered Organisations should discuss application processes with authorised representatives of the organisation.

When submitting completed application forms individuals must:

- present the completed application form **in person**;
- present the three (3) acceptable types of identification listed on the application form (original documents only);
- pay the appropriate fee.

Upon payment of the fee, NSW Police Force personnel will confirm the applicant's identity, issue a receipt and forward the application form to the Criminal Records Section (CRS).

Further Information

Further information on National Criminal History Record Checking, is available at www.police.nsw.gov.au or through the NSW Police Force Criminal Records Section on (02) 8835 7888.

Applying for a Working with Children Safe Ministry Check

A copy of the application form will be sent to you. The Working with Children Check form needs to be completed in full and returned to:

Diocese of Newcastle
P. O. Box 817
Newcastle NSW 2300

A clear photocopy of identification totalling 100 points (from the list provided below) must be enclosed with the form. This photocopy should be signed by your Parish Priest to confirm that your Priest has sighted the original documents. The identification documents are securely destroyed immediately after verification.

There is no charge for the processing of this check.

Appropriate Identification

Document Type and Point Value	Document Details
Primary Documents 70 Points	Document <ul style="list-style-type: none">• Birth Certificate• Birth Card issued by the New South Wales Registry of Births, Deaths and Marriages• Citizenship Certificate• Current Passport• Expired passport which has not been cancelled and was current within the preceding 2 years• Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees

<p>Secondary Documents</p> <p>40 Points</p>	<p>Document - Must have a photograph and a name</p> <ul style="list-style-type: none"> • Driver licence issued by an Australian State or Territory • NSW RTA Photo Card • Licence or permit issued under a law of the Commonwealth, a State or Territory Government - (e.g. a boat licence) • Identification card issued to a public employee • Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit • An identification card issued to a student at a tertiary education institution
<p>35 Points</p>	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> • A document held by a cash dealer giving security over your property • A mortgage or other instrument of security held by a financial body • Council rates notice • Document from your current employer or previous employer within the last " 2 years • Land Titles Office record • Document from the Credit Reference Association of Australia
<p>25 Points</p>	<p>Document - Must have name and signature on</p> <ul style="list-style-type: none"> • Marriage Certificate (for maiden name only) • Credit Card • Foreign Driver Licence • Medicare Card (signature not required on Medicare Card) • EFTPOS Card
<p>25 Points</p>	<p>Document - Must have name and address on</p> <ul style="list-style-type: none"> • Records of a public utility - phone, water, gas or electricity bill • Records of a financial institution • Electoral Roll compiled by the Australian Electoral Commission and available for public scrutiny • A record held under a law other than a law relating to land titles • Lease/rent agreement • Rent receipt from a licensed real estate agent
<p>25 Points</p>	<p>Document - Must have name and date of birth on</p> <ul style="list-style-type: none"> • Record of a primary, secondary or tertiary education institution attended by you within the last 10 years • Record of professional or trade association of which you are a member

Safe Ministry Training

All those listed as needing to complete safe ministry checks in this document are also required to attend safe ministry training every three years and to be familiar with, and abide by, the code of conduct 'Faithfulness in Service'.

Further Information

If you have any questions regarding the forms please contact Mrs Lisa Cater at the Diocesan Office on (02) 4926 3733.