Australia Post Nationally Coordinated Criminal History Check: Dispute form

AUSTRALIA **POST**

Reasons to dispute your check

You can dispute your nationally coordinated criminal history check when:

- the police information released does not belong to you
- part of the police information does not belong to you
- the police information released belongs to you, but the details are inaccurate
- the police information belongs to you, but should not have been released.

Privacy Notice

Australia Post collects your personal information in order to facilitate your dispute enquiry. Without your personal information, Australia Post would be unable to provide this service. Your personal information will be disclosed to the Australian Criminal Intelligence Commission and relevant police agencies in order to fulfil the enquiry. Your information will also be disclosed to certain third parties contracted to assist in the administration and delivery of this service, including parties located in Japan or the United States.

Your personal information is handled in accordance with the Australia Post Group Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit **www.auspost.com.au/privacy**.

How to submit this form

Step 1

- Print this form and fill in your details (incomplete forms will not be processed).
- Include any applicable supporting documentation (do not send original copies).

Step 2

Mail your form to:
NPC Team
GPO Box 6850
BRISBANE QLD 4001

What you can expect next

After receiving your dispute form we'll make sure all relevant information has been provided. If there is a problem with the form or we believe there is information missing we will contact you. Australia Post will lodge your dispute with the Australian Criminal Intelligence Commission (ACIC) for processing. ACIC will liaise with Australia Post and relevant Police agencies to resolve the dispute.

Section 1: Nationally coordinated criminal history check details *indicates a mandatory field

*Application No./Organisation Reference Number:

Section 2: Dispute details

*What is your dispute claim type?

Type 1 ☐ the police information released does not belong to you

Type 2 ☐ part of the police information does not belong to you

Type 3 ☐ the police information released belongs to you, but the details are inaccurate

Type 4 ☐ the police information belongs to them, but should not have been released

*Disputed police information

In the box below, list the details you believe are incorrect and provide the correct details as they should be listed.

If you require more room, please list on a separate sheet, sign and attach to this form.

Additional information and evidence to support claim

Provide information or evidence to support your claim that will assist police in their investigation into your dispute. For example:
- **Other names** you may have been known by. This may assist the police to determine your identity.
- **Previous addresses** where you have lived. This may assist the police to determine your whereabouts at the time of the disputed offence/s.
- A scan of relevant **court documents** that shows the correct results of the offence.

In the box below, provide relevant information and explain how it supports your dispute claim.

If you require more room, please list on a separate sheet, sign and attach to this form.

Section 3: Personal details

*Primary name

*Family name / Surname																							

*Given name/s

Other given name/s

Previous known name (if applicable)

Family name / surname

Given name/s

Other given name/s

Name type   Maiden   Alias   Previous

If you require more room, please list on a separate sheet, sign and attach to this form.

Additional sheet attached?   Yes   No

*Birth date

D D   M M   Y Y Y Y

Place of birth

Suburb or town

State or territory   Country

Residential address history

Current residential address

Street address

Suburb or town

State or territory   Postcode

Country

Dates living at address

From D D M M Y Y Y Y

Residential address details for the last 5 years

Previous residential address

Street address

Suburb or town

State or territory   Postcode

Country

Dates living at address

From D D M M Y Y Y Y To D D M M Y Y Y Y

Previous residential address

Street address

Suburb or town

State or territory   Postcode

Country

Dates living at address

From D D M M Y Y Y Y To D D M M Y Y Y Y

If you've ever lived in the state or territory where the disputed police information originated, please provide details of the address where you were living (if not listed above).

Street address

Suburb or town

State or territory   Postcode

Country

Dates living at address

From D D M M Y Y Y Y To D D M M Y Y Y Y

Section 4: For applicants aged under 18 only

I,

Parent of,

- warrant that I am the parent named in the original Nationally Coordinated Criminal History Check application;
- have authority to provide the information in this Nationally Coordinated Criminal History Check Dispute form;
- acknowledge that the information on this Nationally Coordinated Criminal History Check Dispute form is in accordance with the Consent and Declaration agreed to in the original Nationally Coordinated Criminal History Check application;
- provide consent for the result of the dispute to be provided using the contact details provided in the original Nationally Coordinated Criminal History Check application;

Parent Signature

Applicant Signature

Date

D D M M Y Y Y Y

Date

D D M M Y Y Y Y