

NORTHERN TERRITORY POLICE

**AUTHORITY TO RELEASE CRIMINAL HISTORY**

(Release of information to a Third Party)

Please use **BLOCK LETTERS**

I (Mr/Mrs/Miss/Ms): .....  
(Family Name) (Given Names)

Maiden Name: .....  
(Family Name) (Given Names)

Other Name(s): .....  
(Include any other names by which known)

born on .... / .... / ..... at ..... Sex: M / F  
(Town/City, State, Country)

of (Full Residential Address): .....

..... Postcode: .....

Telephone Number (Work): ..... (Home): .....

Periods of residence in other Australian States, Territories or other Countries during the last five years

<u>Period</u>	<u>Full Address</u>
/ / to / /	.....
/ / to / /	.....
/ / to / /	.....

Driver's Licence/Passport Birth Certificate No. .... State/Territory of Issue .....

**HEREBY CONSENT** to a check of criminal records, or other information, kept by the Northern Territory Police of Australia interstate, and overseas police services, and release of details of any convictions, or other information, (except for convictions which are "spent convictions" under the *Criminal Records (Spent Convictions) Act 1992*), recorded against my name, either in the Northern Territory of Australia or elsewhere.

Name and Postal Address the Criminal History result is to be forwarded to:

**Manager, Territory Business Centre, PO Box 9800, Darwin NT 0801**

For the purpose of: **Conveyancing Agent's Licence**  
(Specify Position/Designation/Type of Licence)

**AND IN SO DOING**, hereby indemnify the Northern Territory of Australia, its servants and agents against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me. (See over for privacy disclaimer)

Applicant's Name: ..... Applicant's Signature: .....

Authorised Receiving Officer: (refer to instruction 'f' on reverse of authority)

..... ARO's Signature: .....  
(Name and Designation/Rank/Reg No.)

Station/Section: ..... Telephone Number: ..... Date: .... / .... / .....

**\*\*\*ATTACH PHOTOCOPY OF IDENTIFICATION\*\*\***

**POLICE USE ONLY**

- A name check only has been conducted within the Northern Territory
- The above name appears / Does not appear recorded
- A fingerprint check has been conducted
- Attached is copy of record

**PRIVACY DISCLAIMER**

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting information on a PF165/166 Authority to Release Criminal History to ensure that the correct person is entitled to receive the Criminal History report. This collection is authorised or required by the Northern Territory Criminal Records (Spent Convictions) Act. The information provided on this form is only used to identify the applicant for the purpose of providing a criminal history check. Failure to supply any material requested will result in your application not being processed. You can access your personal information provided in an Authority to Release Criminal History. If you have any queries or wish to access this information, please contact NTPFES by phoning 8922 3344.

**INSTRUCTIONS**

Please ensure that:

- (a) All details are printed clearly
- (b) The form is completed in ink
- (c) All sections of the form are completed
- (d) The original form is submitted, no photocopied or facsimiles will be accepted
- (e) No wording of this form is altered or deleted in any way except when relevant to the application
- (f) Attend a Police Station and produce your Driver's Licence/18+ Card, Passport or Birth Certificate/Extract for photocopying by an authorised officer. Authorised Officers are NTPFES Employees and Interstate or Overseas Police Officers
- (g) The form is signed by the applicant in the presence of the authorised officer
- (h) Payment may be made by cash, cheque or money order made payable to the Receiver Territory Monies. Refer to the following webpage for current fees: [www.nt.gov.au/pfes/police/services/chwu/index.html](http://www.nt.gov.au/pfes/police/services/chwu/index.html) or contact the Criminal History and Warrant Unit on (08) 8922 3257 or (08) 8922 3723

Interstate/Overseas applicants are to forward the completed application to:

Officer in Charge  
Criminal History and Warrant Unit  
PO Box 39764  
Winnellie NT 0821

**Note:** If all of the following apply to you:

1. You were convicted of an offence that you committed when you were 17 years old or younger;
2. You were not dealt with in the Juvenile Court, i.e. the court treated you as an adult; and
3. You were found guilty of that offence five years ago or more, then:

You may be eligible to have the record of that offence spent (disregarded) now, instead of waiting for 10 years to elapse since you committed the offence. This means that in some instances, your offence will not be recorded in your criminal history. If you consider this to be the case, then the following request should be signed:

*Dear Commissioner*

*I believe that under the Criminal Records (Spent Conviction) Act that I might be eligible to have a conviction(s) spent under the conditions listed above. Please have the Criminal History and Warrant Unit review any entries listed under my name and ensure that this record(s) is spent when it is appropriate to do so.*

*Signature .....*