



**Northern Territory  
Police Force**

# SAFE NT

Save time and **APPLY ONLINE**  
<https://forms.pfes.nt.gov.au/safent/>

**Phone** 1800 723 368 (1800 SAFENT)  
**Email** safent.police@nt.gov.au  
**Mail** SAFE NT - NT Police  
GPO Box 39764 Winnellie NT 0821

**Office Location**  
Ground Floor, 37 Woods Street Darwin  
**Opening Hours**  
Monday - Thursday 8.30am - 4.30pm  
Friday 9.30am - 4.30pm



## workingwithchildren CLEARANCE - APPLICATION

### OFFICE USE ONLY

Date Received  /  /  Receipt No  Lodged at  Entered

**For volunteers engaged in child-related work. Print all responses in block letters.**

All sections must be complete - insufficient information will result in the application being returned unprocessed.

### SECTION A - DETAILS OF APPLICANT *(this section must be completed)*

Title: Mr  Mrs  Miss  Ms  Mx  Dr  Sex: Male  Female  X

Family name/surname

First given name  Other given name/s

Daytime contact  Mobile number

Email address

Date of birth  /  /  (dd/mm/yyyy)

Place of birth Town / City  State  Country

**Other Names: Have you been known by any other name?** *eg. name before marriage, alias, changed by deedpoll.*

Maiden name  OR Former name  OR Also known as  Given name/s  Surname

Former name  OR Also known as  Given name/s  Surname

*Please attach a separate sheet to list other names that you have been previously known as.*

**Australian Postal Address** *(Your Clearance Notice and Ochre Card will be mailed to this address unless otherwise requested in section E)*

PO Box number/Street number/Street name  Suburb/town  State  Postcode

*Please check all details, including postcode, are correct. SAFE NT takes no responsibility where undeliverable information is provided.*

**Current Residential Address** *(must not be a PO Box or Business Address)*

**(A current residential address must be supplied in order to process this application)**

Street number/Street name  Suburb/town  State  Postcode

### SECTION B - PREVIOUS RESIDENTIAL ADDRESS *(this section must be completed)*

Please list previous residential addresses **for the past 5 years**, starting with the most recent but not including your current residential address. If you cannot remember exact details, please include approximate years and town/State details. Attach a separate page if you require further space.

Street number/Street name  Suburb/town  State  Postcode

Date from: (dd/mm/yyyy)  /  /  Date to:  /  /

Street number/Street name  Suburb/town  State  Postcode

Date from: (dd/mm/yyyy)  /  /  Date to:  /  /

**SECTION C - ATTACH PHOTO HERE**

**ATTACH  
PHOTO  
DO NOT STAPLE**

A Clearance Notice will be accompanied by an "Ochre Card", that can be presented as evidence of the persons clearance to work in child-related employment. This card contains the holders photograph and unique Clearance Notice Number. A new photo must be provided for all new and renewal applications.

Attach a passport size and quality photo to your application. **Do not staple to the page.** See website for details on acceptable images. You do not need to attach a photo if you are lodging your application in person at SAFE NT.

**SECTION D - PURPOSE OF CHECK**

**Application type:** (tick one)

New Application **OR**  Renewal Clearance Number  Expiry Date

**Type of employment:** (tick one)

Volunteer **OR**  Student placement

**Occupation / brief description of role in child-related work**

**SECTION E - VOLUNTEER ORGANISATION DETAILS**

The Screening Authority may notify any person who engages you in child-related employment, if your Clearance Notice is revoked or subject to imposed conditions.

Name of employer organisation

Postal address of organisation



Daytime Contact phone number Contact name/ Title of organisations representative

 

The following information is required:

By Default - Your Clearance Notice and Ochre Card will be sent directly to your personal Postal Address.  
*It is your responsibility to confirm details of your clearance to work with children with your employer or potential employer within the Volunteer Organisation.*

**OR**

Please send to my employer. *I consent to my personal information being delivered to this organisation listed.*  
*Note: Only one Ochre Card will be produced. Additional copies can be purchased from SAFE NT - conditions apply.*

**To be Completed by CEO or Manager of Volunteer Organisation**

I certify that the person named on this form is a registered volunteer with this organisation and will receive no payment, benefit or financial gain from work they undertake.

Name

What is the volunteer role?

Contact name / title of organisations representative

Daytime phone number

Signed  Date  /  /  (dd/mm/yyyy)

*(Must be completed no earlier than 3 months from the date of application lodgement)*

**SECTION F - PROOF OF IDENTITY****Proof of identity documentation**

Applicants must attach a copy of a minimum of two (2) types of acceptable identification from the list below with a minimum of 100 points. Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth. All ID must be in the same name or you must provide a change of name certificate. **All documents must be current or valid.**

**Category A****You must have at least ONE Category A document**

1. Passport (Australian/Foreign) = 70 points
2. Australian drivers licence = 40 points
3. Australian issued Firearms licence = 40 points
4. Australian evidence of age card (18+) = 40 points
5. Working with children or vulnerable person clearance = 40 points
6. Community identity card or document with photo, name and DOB from an Aboriginal Land Council = 40 points

**Category B**

7. Australian citizenship certificate = 70 points
8. Birth certificate = 70 points
9. Centrelink cards = 25 points
10. Government employee ID = 40 points
11. Statutory declaration as to identity containing image of applicant = 40 points
12. Medicare card = 25 points
13. Property rates notice/utilities notice (with current residential address) = 25 points
14. Bank statement (with current residential address) = 25 points

**Add total points - must be 100 points or more**  
*minimum two (2) types of acceptable identification*

**Complete the following section with details from two of the documents used to verify your ID. You must include information from at least one Category A document from the list above, including licence/passport/ID number and expiry date.**

Category A document. Please identify document number from list above (1–6).

Passport/licence/ID number

State of Issue

Expiry Date  /  /

Country of Issue

Other document provided. Please identify document number from list above (1–15).

This can be a second Category A document.

Card/licence/membership/ID number

State of Issue

Expiry Date  /  /

Country of Issue

*In certain circumstances of hardship an application may be made to the Screening Authority for the ability to vary the requirement for meeting 100 points. For further information contact: [safent.police@pfes.nt.gov.au](mailto:safent.police@pfes.nt.gov.au). If you are under the age of 18, then one document from Group A or a statutory declaration of identity attesting that you are a current student of the school made by a Principal of that school will be sufficient to satisfy the 100 point check.*

**SECTION G - CANDIDATES/APPLICANTS DECLARATION**

I certify the information contained in this application is true and correct, and that I have disclosed all names, including aliases used by me now or in the past. I am aware it is an offence to give false or misleading information.

I consent to SAFE NT conducting a Working with Children Screening check on me to determine my suitability to engage in Child-related work. I understand SAFE NT will obtain information about my criminal history and any additional information relating to that record from sources which may include courts, police, prosecution agencies or previous employers. I understand that the information obtained includes, but is not limited to, details of convictions and pending charges or information relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred.

I understand SAFE NT will make use of that information and any subsequent information about my criminal history which may be obtained to enable a full and informed assessment of risk.

Signed  Date  /  /  (dd/mm/yyyy)

**SECTION H - LODGING YOUR APPLICATION FORM**

- Have you completed all sections of this form?
- Have you attached copies of ID to the value of 100 points including at least one photographic ID?
- Have you attached a passport size and quality photograph of yourself (not required if lodging form in person at SAFE NT)?
- Have you decided how you will pay?

Applications that are emailed will NOT be accepted. Applications will not be processed unless payment is made.

**Lodge and pay with SAFE NT**

|   |   |
|---|---|
| <p><b>In person</b><br/>Cash, Cheque/Money Order, EFTPOS/Credit Card</p> <p>SAFE NT<br/>Ground Floor<br/>37 Woods St, Darwin</p> <p><i>Office hours</i><br/>Mon-Thurs 8.30am – 4.30pm<br/>Friday only 9.30am – 4.30pm</p> | <p><b>Via mail</b><br/>Option 1 - Mail application and payment<br/>Cheque or money order - No cash</p> <p>SAFE NT<br/>PO Box 39764<br/>WINNELLIE NT 0821</p> <p>Option 2 – Mail application and pay over the phone<br/>Visa/Mastercard</p> <p>Provide contact details below and SAFE NT will call you to take your credit card payment.</p> |
|---|---|

**Over the phone payment for mailed applications – nominate the best contact person and contact number below.**

Name of contact person

Contact number

**Lodge and pay in person with a Territory Business Centre**

Payment options are cash, credit card or EFTPOS.

|   |   |   |  |
|---|---|---|--|
| <p><b>Darwin</b><br/>Building 3<br/>Darwin Corporate Park<br/>631 Stuart Highway<br/>Berrimah, Darwin</p> <p><b>Opening hours</b><br/>Mon – Fri<br/>8.00am – 4.30pm</p> | <p><b>Katherine</b><br/>Big Rivers Government Centre<br/>5 First Street<br/>Katherine</p> <p><b>Opening hours</b><br/>Mon – Fri<br/>8.00am – 4.30pm</p> | <p><b>Tennant Creek</b><br/>Shop 2 Barkly House<br/>Cnr Davidson Street and<br/>Paterson Street<br/>Tennant Creek</p> <p><b>Opening hours</b><br/>Mon – Fri<br/>8.00am – 4.21pm</p> | <p><b>Alice Springs</b><br/>Green Well Building<br/>50 Bath Street<br/>Alice Springs</p> <p><b>Opening hours</b><br/>Mon – Fri<br/>8.00am – 4.00pm</p> |
|---|---|---|--|

Contact: Phone: 1800 723 368  
Web: [www.pfes.nt.gov.au/safent](http://www.pfes.nt.gov.au/safent)

Postal: SAFE NT - PO Box 39764 WINNELLIE NT 0821  
Email: [safent.police@nt.gov.au](mailto:safent.police@nt.gov.au)