

REGISTRATION RENEWAL

Change of Circumstances Statutory Declaration

Applicant Name	
VP Number	
Departure Rank	
Registration Rank	
Mobile	
Email	
Date you were first registered	
Date your registration expires	

Instructions for completing this statutory declaration

1. The changed circumstances you must declare

The purpose of this Statutory Declaration is for you to advise the Police Registration and Services Board (PRSB) of relevant information, including changes to your circumstances, which may affect the PRSB's assessment of your application to renew your registration on the Police Profession Register under Part 6 of the *Victoria Police Act 2013*.

The qualifications for registration are set-out in section 103 of the *Victoria Police Act 2013* and include that you are of good character and reputation and have the capabilities required to perform as a police officer at the specified rank. You must disclose all matters related to your good character and reputation and your policing capabilities.

If you answer **YES** to any of the questions, you must provide further details on the *Continuation of Answer* page (see guidance column) and you may be asked to provide documents.

If in doubt, please disclose any matter which could be relevant. An adverse answer will not necessarily prevent your registration being renewed; however, a failure to declare a relevant matter may adversely impact upon your application for registration.

2. Providing additional documents

Where you declare **ANY** change in your circumstances or other relevant matter as set out in the questions, a guidance note will indicate if you need to attach additional documents to this Statutory Declaration. You must attach those documents to the Statutory Declaration before you sign it in front of an authorised person.

3. Completing the Statutory Declaration

Please complete this form using the guidance notes provided below. Insert details where italicised.

4. Next step

The next step is to have the Statutory Declaration witnessed by one of the many people authorised to do so, such as a: Justice of the Peace; police officer; court registrar; bank manager; medical practitioner or dentist. *More guidance on making statutory declarations and a full list of authorised persons can be found at www.justice.vic.gov.au.*

5. Making the declaration

When making the statutory declaration the declarant must say aloud:

"I, *[full name of person making declaration]* of *[address]*, declare that the contents of this statutory declaration are true and correct" and then sign and date the declaration before the authorised person.

STATUTORY DECLARATION

I,

first | middle | last names

occupation

of

residential address

make the following statutory declaration under the ***Oaths and Affirmations Act 2018***.

1. I make this Statutory Declaration in support of my application to renew my registration on the Police Profession Register.
2. I have correctly answered each of the questions below about any changes to my relevant circumstances since I last applied for registration by providing the relevant answer: yes or no.
3. Where I have answered yes to any of the questions asked:
 - a) I have provided the additional information as requested in the Guidance Column in the *Continuation of Answer Page*.
 - b) I have attached to this Statutory Declaration true and complete copies of relevant documents.

*[If you answer **yes** to any question, please provide the additional information requested in the Guidance column the Continuation of Answer page and attach copies of the documents listed]*

Question	Select Your Answer	If you answer Yes: include the additional information on the <i>Continuation of Answer page</i>
1 Since you most recently applied for or renewed your registration on the Police Profession Register, have you: <ul style="list-style-type: none"> • been employed • engaged in a contract for services (as a sole-trader or contractor) • held any paid office or • owned or operated any business? 	<ul style="list-style-type: none"> • Please attach an up to date curriculum vitae (CV) • Include the name of your employer or employers, job title(s), brief description of your duties; and email and phone contact details for your supervisors. • Include the business name and ABN or ACN of any businesses or companies that you currently of have operated. 	
2 Since you most recently applied for or renewed your registration on the Police Profession Register, have you changed your name?	<ul style="list-style-type: none"> • Provide details of the name change and date. • Attach relevant Registry of Birth, Deaths and Marriages documents. 	
3 Since you most recently applied for or renewed your registration on the Police Profession register, have you changed your residential address?	<ul style="list-style-type: none"> • Provide the relevant date and new address details for each time you changed residential address. 	

<p>4</p>	<p>Since you most recently applied for or renewed your registration on the Police Profession Register, have you had any fines, penalties or driver's license demerit points imposed upon you, or had any offenses found proven, in relation to traffic or driving matters, including any offence or civil penalty provision?</p> <p>[Note: include all road safety matters in Australia or overseas, including but not limited to: demerit points or fines, driving with drugs or alcohol in the blood, speeding, driving without a valid licence, careless driving, refusing blood alcohol test, leaving the scene of or failing to report an accident, etc.]</p>	<ul style="list-style-type: none"> • Please provide details including the date, the offence, and the sanction or penalty imposed.
<p>5</p>	<p>Since you resigned from, retired or left Victoria Police employment, have you had any association or relationship with any person or organisation suspected of, or known to be engaged in, or who has a history of, criminal activity, which you had not already declared to Victoria Police at the time you resigned?</p> <p>[Note: You must include any association which would be required to be declared under Victoria Police Declarable Associations policy if you were a police officer.]</p>	<ul style="list-style-type: none"> • If yes, please provide brief information. You may be required to complete a more detailed Victoria Police VP Form 1325 (declarable associations).
<p>6</p>	<p>Since you most recently applied for or renewed your registration on the Police Profession register:</p> <ul style="list-style-type: none"> • Have you been charged with any criminal offence? • Have you been investigated, warned or cautioned regarding any criminal offence? • Have you had any criminal charge proven against you? • Have you been made subject to any Court diversion program or bond in respect of any criminal charge? 	<ul style="list-style-type: none"> • Provide relevant details including dates, the nature of the offences investigated or found proven, and information regarding the circumstances. • Provide copies of any charge, summons, disposition or conviction.
<p>7</p>	<p>Since you most recently applied for or renewed your registration on the Police Profession Register, have you had any form of civil penalty, fine or other sanction imposed upon you?</p> <p>[Note: include fines or penalties relating to breach of: taxation or company laws; tolls; customs; health, emergency management or quarantine laws or orders; planning or licensing laws, local government regulations, parking.]</p>	<ul style="list-style-type: none"> • Please provide details of the circumstances giving rise to the civil penalty or fine, and details (the relevant law breached, the penalty or other sanction imposed, date, court or tribunal). Attach relevant documents. • You should include parking fines but do not need to provide details (for example "<i>parking fine, Caulfield 2017</i>")

<p>8</p>	<p>Since you most recently applied for or renewed your registration on the Police Profession Register, in connection with any employment, trade, occupation, profession or business you have engaged in, have you:</p> <ul style="list-style-type: none"> • been dismissed from employment; or • had a contract for services terminated; or • been the subject of any investigation; or • had any adverse performance matter raised with you by your supervisor/manager? <p>[Note: include any matter whether found proven or not.]</p>	<ul style="list-style-type: none"> • Provide information about the nature of the employment or occupation and circumstances of the dismissal or contract termination. • Include details of any investigation, including the allegation/s and subsequent finding/s. • Include details of any adverse performance matter including the resolution/outcome. • Attach copies of relevant documents.
<p>9</p>	<p>Since you resigned from, retired or left Victoria Police employment, have you been the subject of:</p> <ul style="list-style-type: none"> • any form of family violence intervention order (including any order under part 4, <i>Family Violence Protection Act 2008</i>); or • any form of personal safety intervention order (including under the <i>Personal Safety Intervention Orders Act 2010</i>) or similar order? <p>[Note: include interim and final orders, expired and revoked orders; any similar forms of orders made in jurisdictions other than Victoria or under superseded laws of Victoria.]</p>	<ul style="list-style-type: none"> • Provide information about the nature of any order, including expired or revoked orders.
<p>10</p>	<p>Since you resigned from, retired or left Victoria Police employment, have you been the subject of any allegation or adverse finding relating to:</p> <ul style="list-style-type: none"> • Improper or unlawful access to, or release of, information? • Any form of information security incident or security breach? 	<ul style="list-style-type: none"> • Provide relevant details including dates, the nature of the allegations made, any investigation, and the circumstances.
<p>11</p>	<p>Since you resigned from, retired or left Victoria Police employment, have you been:</p> <ul style="list-style-type: none"> • disqualified from acting as a director of a corporation; or • the subject of any prosecution or proceeding for a civil penalty relating to your role as a company director? 	<ul style="list-style-type: none"> • Provide relevant details regarding the circumstances of the disqualification, prosecution or proceeding.

<p>12</p>	<p>Since you resigned from, retired or left Victoria Police employment, have you had any adverse findings made about your credibility as a witness by any court, tribunal, professional registration or licensing body?</p>	<ul style="list-style-type: none"> • Provide relevant details including dates, the nature of the findings investigated and found proven, and information regarding the circumstances.
<p>13</p>	<p>Since you most recently applied for or renewed your registration on the Police Profession Register, have you consumed or possessed any drug proscribed by the <i>Drugs, Poisons and Controlled Substances Act 1981</i>, whether within Victoria or in any other jurisdiction?</p>	<ul style="list-style-type: none"> • Provide relevant information.
<p>14</p>	<p>Since you resigned from, retired or left Victoria Police employment,, have you been formally or informally banned from, or prohibited from entering, any premises? [Premises includes licensed premises, gambling venues, sporting venues, hospitals or health services, private or public sporting or club premises, stores.]</p>	<ul style="list-style-type: none"> • Provide relevant information about the circumstances giving rise to the ban or prohibition.
<p>15</p>	<p>To the best of your knowledge and belief, is there any other matter, fact or circumstance which may be relevant to:</p> <ul style="list-style-type: none"> • the Board’s assessment of your “good character and reputation” for the purpose of your application to renew your registration; • your suitability and eligibility to be appointed as a police officer under the <i>Victoria Police Act 2013</i>, which you have not disclosed above? <p>[Note: including but not limited to matters relating to workplace behaviour, public behaviour or any form of public scandal, including relating to your use of social media or use of alcohol]</p>	<ul style="list-style-type: none"> • Provide relevant information.

<p>16</p> <p>I approve the PRSB to undertake any criminal history checks deemed necessary to consider my application to renew registration on the Police Profession Register.</p>	<p>Tick to approve</p>
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Continuation of Answers Page

Continue your answers to questions 1 to 15 above here. Use headings as needed (e.g. Continuation of answer, Question 5).

Empty response area for continuing answers to questions 1 to 15.

Declaration: Accuracy and Authenticity (see section 30(2) of the *Oaths and Affirmations Act 2018*)

[Reminder: When making the Statutory Declaration the declarant must say aloud: "I, [full name of person making declaration] of [address], declare that the contents of this statutory declaration are true and correct" and then sign and date the declaration before the authorised person.]

I,

first | middle | last names

occupation

of

residential address

Declared at (place)

on this (day | date | month | year)

Applicant signature

before me

Authorised witness signature

print/stamp name | address | title

first | middle | last names

qualification

residential address

NEXT STEPS

Scan and send completed documents to the PRSB:

PRSB-REGISTRATIONDIVISION-MGR@police.vic.gov.au or registration@prsb.vic.gov.au

An acknowledgement will be sent to the email address you have provided.

For assistance, please contact the PRSB on 0459 867 116.