Registration On Departure

SUBMIT APPLICATION FORM (1), CONSENT TO CHECK RECORDS (2) & STATUTORY DECLARATION (3)

Registration is NOT required for Probationary Constables or PSOs

1 APPLICATION FORM

CONTACT DETAILS

First Name _____

Last Name _____

Date of Birth _____

Address _____

Personal Email _____

Mobile _____

VICTORIA POLICE SERVICE

Date Appointed _____

Departure Date _____

Registered No. _____

Substantive Rank _____

Gazetted Location _____

REFERENCES Please provide the details of TWO recent Victoria Police supervisors

Name 1 _____

Rank _____

Station _____

Phone _____

Name 2 _____

Rank _____

Station _____

Phone _____

CERTIFICATE OF SERVICE

If you have served 5 or more years, attach a copy of your Certificate of Service (obtain by emailing PAYROLL-SERVICES-MGR@police.vic.gov.au)

VICTORIA POLICE

2 ABOUT VICTORIA POLICE CONSENT TO CHECK RECORDS

STATEMENT OF CONSENT

Please ensure that you read and fully understand each of the following statements.

- I hereby consent to Victoria Police gaining access to, obtaining, using or disclosing any information relating to me including information of a personal nature for the purpose of processing my application for inclusion on the Police Profession Register.

- I further consent to Victoria Police conducting checks of criminal or other records kept by Victoria Police services or law enforcement agencies, whether State, Commonwealth or International. These may include any convictions, findings of guilt without conviction, details of any matters found proven but adjourned on a good behaviour bond, any matters or information still outstanding against my name and any other matters, whether of a criminal nature or otherwise, which may be relevant in relation to my application.

PRIVACY NOTIFICATIONS

Please ensure that you read and fully understand each of the following statements.

- You authorise Victoria Police to provide information to the Police Registration and Services Board in order for them to assess your suitability for inclusion on the Police Profession Register.

- You will be able to make an application for access to any information gathered by Victoria Police in the course of processing your application, should you wish to do so.

- The information obtained by Victoria Police will not be provided to any other person or organisation without your consent or as provided for under the protection of the *Privacy and Data Protection Act 2014* and the *Health Records Act 2001*.

VICTORIA POLICE

APPLICANT ID #

CONSENT TO CHECK RECORDS

PERSONAL DETAILS

Name

FAMILY NAME	GIVEN NAMES

Previous or alternative names

FAMILY NAME	

Address

CURRENT RESIDENTIAL ADDRESS	
	POST CODE

Contact Telephone Numbers / Email Address

HOME	WORK	EMAIL ADDRESS

DATE OF BIRTH	PLACE OF BIRTH

Previous address within the last five (5) years

ADDRESS	POST CODE

ADDRESS	POST CODE

If born outside Australia, please include date arrived in Australia and previous overseas address in full.

PREVIOUS OVERSEAS ADDRESS	ARRIVAL DATE

If you have resided overseas for a period longer than 6 months, please specify where and for what period.

ADDRESS	DATES

ADDRESS	DATES

DRIVER LICENSE NUMBER	STATE	COUNTRY

SIGNATURE OF APPLICANT

PRINTED NAME OF APPLICANT

DATE

PREVIOUS VP REGISTERED NUMBER

3 STATUTORY DECLARATION

Applicant Name	
VP Number	
Mobile	
Email	
Application ✓	☐ At time of departing from Victoria Police
	☐ More than 6 months after departing
	☐ Renewal of registration

A. Instructions for Completing this Form and Statutory Declaration

1. Qualifications for Registration and Renewal of Registration

The purpose of this form and the Statutory Declaration is for you to formally advise the Police Registration and Services Board (**PRSB**) of all relevant information, which may affect the assessment of your application for registration (or renewal) on the Police Profession Register under Part 6, Division 1, *Victoria Police Act 2013* (the Act). The qualifications for registration are set out in section 103 of the Act and include that you are of *good character and reputation* and have the *capabilities* required of a police officer at the specified rank.

2. Completing this Form and Declaration

You must answer all questions in this form. Please read each question and the *Guidance* note carefully and check your responses to make sure they are truthful, accurate and complete.

If you answer **YES** to any question, you must provide further details as stated in the *Guidance* note on the *Continuation of Answer* page. The *Guidance* note will also indicate if you need to attach additional documents. You must attach those documents **before** you make your declaration.

If you are applying to **renew** registration and you have already declared a matter and submitted documents, you may refer to your previous application in your response.

You are required to disclose all matters, which may be relevant to the PRSB's assessment of your character and reputation. If in doubt, please disclose any matter that could be relevant. **An adverse answer will not necessarily prevent your registration; however, failure to declare a relevant matter is likely to adversely affect your application and is grounds for cancelling registration.**

3. Making the Declaration

The next step is to take this form - **filled-in** and complete the Statutory Declaration (**D**) by having it 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. See www.justice.vic.gov.au for more guidance on making statutory declarations and a full list of authorised persons.

B. Questions

B1. Change of Name

1. Since you ceased being a member of Victoria Police, have you been known by any other name?

Response ☐ YES ☐ NO

Guidance *Provide the relevant dates and details for each time you changed names.*

B2. Change of Address

2. Since you ceased being a member of Victoria Police, have you changed your residential address?

Response ☐ YES ☐ NO

Guidance *Provide the relevant dates and new address details for each time you changed residential address for the past 5 years.*

B3. Police Service

3. How did your appointment with Victoria Police as a police officer cease (or how will it cease) under the Act?

Response

- ☐ Resignation or retirement (section 65)
- ☐ Ill-health retirement (section 67)
- ☐ Dismissal for disciplinary reasons (section 132 or 135)
- ☐ Dismissal for incapacity (section 70)
- ☐ Expiry of a fixed term appointment (section 27)
- ☐ Abandonment of appointment (section 66)
- ☐ Other (specify) …….

4. What is the date you ceased (or will cease) to be a police officer?

Response

Day	Month	Year

5. During your service with Victoria Police:

(a) (In the last 3 years) Were you ever rated *below the expected standard* (e.g. below 3) on any aspect of your performance on Performance Development Assessment (PDA) or Plan (PDP)?

Response ☐ YES ☐ NO

(b) Were you ever subject to a performance improvement plan (PIP), or advised there was an intention to place you on a PIP?

Response ☐ YES ☐ NO

(c) Were you ever given (or advised that there was an intention or plan to give you) any Notice of Incapacity under section 70 of the Act?

Response ☐ YES ☐ NO

Guidance *Provide relevant details.*

6. At any time, whether before, during or after your service with Victoria Police, related to your performance or non-performance of duties as a police officer (or purported performance of duties as a police officer), have you been:

(a) A party to or your actions the subject of any civil litigation or civil claim for loss or damages?

Response ☐ YES ☐ NO

(b) A defendant or respondent to any civil litigation or civil claim or application for loss or damages?

Response ☐ YES ☐ NO

(c) (Or your actions) Been the subject of any civil litigation or civil claim or application for loss or damages?

Response ☐ YES ☐ NO

Guidance *For example, civil litigation relating to personal injuries; defamation; negligence; breach of contract.*
Include matters the subject of any formal letter of demand, writ, crimes compensation application or statement of claim, whether you were named as a party or not.
*Provide relevant information and attach relevant **documents** (including any writ or judgment).*

7. At any time, whether before, during or after your service with Victoria Police, have you been the subject of any adverse finding by the Coroner's Court of Victoria (or any other jurisdiction) which relates to the performance or non-performance of your duties as a police officer (or purported performance of duties as a police officer)?

Response ☐ YES ☐ NO

Guidance *Provide relevant details.*

8. At the time that your appointment to Victoria Police ceased, to the best of your knowledge and belief, were you or your actions or inactions the subject of:

(a) Any pending complaint or allegation of a breach of police discipline?

Response ☐ YES ☐ NO

(b) Any pending Coronial Inquiry?

Response ☐ YES ☐ NO

(c) Any pending civil litigation or civil claim of any kind?

Response ☐ YES ☐ NO

Guidance *Provide relevant dates and details.*

B4. Other Employment

9. Since you ceased being a member of Victoria Police, have you:

(a) Been employed in any capacity?

Response ☐ YES ☐ NO

(b) Been engaged on a contract for services (as a sole-trader or contractor)?

Response ☐ YES ☐ NO

(c) Held any paid office?

Response ☐ YES ☐ NO

(d) Owned or operated any business?

Response ☐ YES ☐ NO

Guidance

Attach *an up to date curriculum vitae (CV).*
Include all full and part-time, casual and volunteer roles held since you ceased being a member of Victoria Police.
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 or have operated.

10. At any time, whether before, during or after your service with Victoria Police, have you ever:

(a) Been dismissed from employment for cause (that is, for issues relating to breach of instruction, poor performance or misconduct?)

Response ☐ YES ☐ NO

(b) Had a contract for services terminated for cause (that is, for issues relating to poor performance, breach of contract, or misconduct?)

Response ☐ YES ☐ NO

(c) Been the subject of any investigation into improper or unlawful conduct, or conduct in breach of any Code of Conduct, which could give rise to dismissal or termination of a conduct for services or other disciplinary action or similar, whether or not the matter was finalised?

Response ☐ YES ☐ NO

(d) Been the subject of any performance or capability improvement process under any employment contract, award, workplace agreement or employer policy?

Response ☐ YES ☐ NO

(e) Been the subject of any performance or capability improvement process under any employment contract, award, workplace agreement or employer policy?

Response ☐ YES ☐ NO

Guidance

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.*
Include any matter where allegations were made formally, whether found proven or not. Include any matter where allegations were made and an investigation or other process commenced and you resigned before the matter was finalised?

B5. Traffic and Other Offences

11. Since you ceased being a member of Victoria Police, have you had any of the following imposed upon you in relation to your operation of a vehicle, watercraft or aircraft:

(a) Driver or operator licence cancellation or suspension?

Response ☐ YES ☐ NO

(b) Charged with an offence?

Response ☐ YES ☐ NO

(c) An offence found proven against you?

Response ☐ YES ☐ NO

(d) Any fine, sentence, bond, or any other form of penalty or sanction?

Response ☐ YES ☐ NO

(e) Any civil penalty damages, or civil proceeding for negligence?

Response ☐ YES ☐ NO

Guidance

Provide details including the dates, offences, and sanctions or penalties imposed.
Include all road safety matters in Australia or overseas, including but not limited to driving with drugs or alcohol in the blood; excessive or dangerous speed; driving without a valid licence; careless driving; refusing blood drug/alcohol testing; leaving the scene of or failing to report an accident, etc..
Include any comparable matters in relation to boating or aviation regulations.

B6. Criminal Allegations and Findings

12. At <u>any time,</u> whether before, during or after your service with Victoria Police, have you:

(a) Been charged with any criminal offence?

Response ☐ YES ☐ NO

(b) Been investigated in relation to any allegation of criminal wrongdoing?

Response ☐ YES ☐ NO

(c) Been cautioned regarding any alleged criminal offence?

Response ☐ YES ☐ NO

(d) Had any criminal charge laid against you?

Response ☐ YES ☐ NO

(e) Been made subject to any fine, sanction, sentence, Court diversion program or bond in respect of any criminal charge offence?

Response ☐ YES ☐ NO

(f) Involved in any illegal activity or conduct in another jurisdiction which if committed in Victoria would amount to criminal or illegal activity?

Response ☐ YES ☐ NO

(g) Consumed or possessed any drug proscribed by the *Drugs, Poisons and Controlled Substances Act 1981 (Vic),* whether within Victoria or in any other jurisdiction?

Response ☐ YES ☐ NO

Guidance *Provide full details including dates, the nature of the offences investigated or found proven, the name of the police informant and any information regarding the circumstances.*
*Provide **copies** of any charges, summons, or dispositions.*

B7. Family Violence

13. At <u>any time,</u> whether before, during or after your service with Victoria Police, in any jurisdiction, have you:

(a) Been the respondent to a family violence intervention order however described (including any order under part 4, *Family Violence Protection Act 2008 (Vic))*?

Response ☐ YES ☐ NO

(b) Been the respondent to a personal safety intervention order however described (including under the *Personal Safety Intervention Orders Act 2010 (Vic)*)?

Response ☐ YES ☐ NO

(c) Been the subject of a complaint to police where you were alleged to have committed family violence (including under Part 5, *Family Violence Protection Act 2008 (Vic)*)?

Response ☐ YES ☐ NO

Guidance

Provide full details including dates, the nature of the allegations made, the matters investigated and/or found proven, the name of the police informant and any information regarding the circumstances.
***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.*
*Provide **copies** of any order, charges, summons, or dispositions. Include any expired or revoked orders.*
***Note** Family violence has the meaning given in section 5 of the Family Violence Protection Act 2008 (Vic). It includes behaviour towards a family member, which is:*

- *physically, sexually, emotionally, psychologically or economically abusive; or*
- *threatening; coercive; or which in any other way controls or dominates the family member and causes that family member to feel fear for the safety or wellbeing of that family member or another person; or*
- *behaviour by a person that causes a child to hear or witness, or otherwise be exposed to the effects of, behaviour referred to above.*

B8. Complaints of Sexual Harassment, Discrimination, Victimisation or Breach of Human Rights

14. <u>At any time</u>, whether before, during or after your service with Victoria Police, have you been the subject of any complaint or report (however called) of sexual harassment, unlawful discrimination, unlawful victimisation or breach of human rights?

Response ☐ YES ☐ NO

Guidance

You must include any complaint or report made by any person to a human rights body (such as VEOHRC), to a manager, to an internal complaints unit, to Professional Standards Command, or to any compensation or redress scheme. Include all complaints related to your conduct regardless of whether you were named as a party.

B9. Other Civil Complaints, Regulatory Action and Civil Proceedings

15. At <u>any time,</u> whether before, during or after your service with Victoria Police, have you:

(a) Had any form of civil penalty, judgment, fine, damages, restoration order or sanction imposed on you, which you have not already declared?

Response ☐ YES ☐ NO

(b) Had any adverse findings made about your credibility as a witness by any court, tribunal, registration or licensing body?

Response ☐ YES ☐ NO

(c) Had any unpaid debt leading to civil proceedings or application for bankruptcy against you?

Response ☐ YES ☐ NO

(d) Been declared bankrupt in accordance with the *Bankruptcy Act 1966 (Cth)*?

Response ☐ YES ☐ NO

(e) Had any form of civil penalty, judgement, fine, damages, restoration order or sanction imposed upon a business or company owned or operated by you or over which you had substantial management and control?

Response ☐ YES ☐ NO

Guidance

Provide details of the circumstances giving rise to civil penalties or fines, and details (the relevant law breached, the penalty or other sanction imposed, date, court or tribunal).
***Attach** relevant documents.*
Note Including but not limited to: fines or penalties relating to breach of taxation or company laws; tolls; customs; migration; health, emergency management or quarantine laws or orders; planning or licensing laws; local government regulations, etc.. You do not need to include parking fines or tolls, unless debt recovery action taken.
Provide details of the debt circumstances and attach a copy of <u>Certificate of Discharge of Bankruptcy</u>.

B10. Declarable Associations

16. Since you ceased being a member of Victoria Police, 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 your appointment ceased?

Response ☐ YES ☐ NO

Guidance

Provide information.
You must include any association, which would be required to be declared under the Victoria Police Manual (Declarable Associations) instruction, which would apply if you were a police officer.
You may be required to complete more detailed information (Victoria Police Declarable Associations).

17. Are you now or have you ever been a member or participant in any organisation (as defined below), which has:

(a) Engaged in, advocated or encouraged:

i. any breach of the law?

ii. any breach of public health orders or directions?

iii. any act of terrorism or violence?

iv. defiance of any direction or instruction of the Chief Commissioner of Police?

v. that any person or group of people should have reduced rights, be segregated, or is superior or inferior to others?

Response ☐ YES ☐ NO

(b) Acted in a way (including by making public comments) which is reasonably likely in all the circumstances to offend, insult, humiliate or intimidate another person or group of people because of the colour, national or ethnic origin, religion, sex, gender, sexual preference disability (or any other attribute protected by the *Equal Opportunity 2010 (Vic)*) of the other person or some or all of the people in the group?

Response ☐ YES ☐ NO

Guidance

Provide details.
***Note Organisation** means any group of people who organise and engage with each other for a common purpose. The engagement may be in-person (meetings, events or protests) or on-line (through social media, email, online communication platforms).*
Organisation includes but is not limited to: clubs; societies; organisations; associations (whether incorporated or not); and common interest groups which operate through social media.

B11. Improper Access and Use or Release of Police Information

18. At any time, whether before, during or after your service with Victoria Police, have you:

(a) Engaged in any improper or unlawful access to police information or improperly or unlawfully released police information?

Response ☐ YES ☐ NO

(b) Engaged in any form of information security incident or security breach in respect of any police or other confidential information in any employment?

Response ☐ YES ☐ NO

Guidance *Provide relevant details including dates, the nature of the findings made, and the circumstance.*

B12. Other

19. At any time, whether before, during or after your service with Victoria Police, have you:

(a) Been disqualified from acting as a director of a corporation?

Response ☐ YES ☐ NO

(b) Been the subject of any prosecution or proceeding for a civil penalty relating to your role as a company director?

Response ☐ YES ☐ NO

(c) Been formally or informally banned from, or prohibited from entering, any premises (such as licensed premises, gambling or sporting venues, hospitals or health services, private or public club premises, stores)?

Response ☐ YES ☐ NO

(d) Been the subject of any complaint regarding your social media use, including to any human rights or discrimination body, the E-Safety Commissioner, or to Facebook or Twitter or any other social media company?

Response ☐ YES ☐ NO

(e) Been the subject of any complaint to a professional or trades licensing or registration body, or the subject of an order of such a body cancelling, suspending or limiting your right to practice in a trade or profession?

Response ☐ YES ☐ NO

Guidance *Provide details about disqualification, prosecution, proceeding, ban or prohibition. Includes professional licensing and regulation bodies dealing with professions (such as law, teaching, health, engineering etc.) and trades (plumbing, electricians, building etc). Include information regarding any complaint, order, undertaking, enforceable undertaking, suspension or cancellation order relating to: improper conduct or misconduct, however described; or incapacity, malpractice, unsafe or negligent practice, impairment, however described.*

B13. Declaration of Complete Disclosure

20. To the best of your knowledge and belief, are there any other matters, facts or circumstances **that you have not disclosed above,** which may reflect adversely upon:

(a) The PRSB's assessment of your character and reputation for the purpose of your application for registration, or renewal of registration?

Response ☐ YES ☐ NO

(b) Your suitability and eligibility to be appointed as a police officer under the *Victoria Police Act 2013?*

Response ☐ YES ☐ NO

Guidance *Provide relevant details.*
***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.*

C. Continuation of Answers Page

- *Continue your answers to the questions.*
- *Use headings as needed (e.g. Question 5).*
- *You may attach additional pages.*
- *Please list **ALL** documents that you have attached.*

D. STATUTORY DECLARATION

I,

first / middle/ last names

occupation (or unemployed, retired)

of

residential address, including State

1. I make this Statutory Declaration under the ***Oaths and Affirmations Act 2018 (Vic)*** in support of my application for registration on the Police Profession Register.
2. I declare that to the best of my knowledge and belief, I have truthfully, correctly, and completely answered each of the questions in the preceding pages.
3. I declare that to the best of my knowledge and belief, I have disclosed to the Police Registration and Services Board in the preceding pages all facts, matters and circumstances which may reflect adversely upon the assessment of my character and reputation for the purpose of my application for registration or renewal of registration.
4. Where I have answered **YES** to any of the questions asked in the preceding pages:
   (a) I have provided all the additional information as required by the *Guidance* note, and
   (b) I have attached to this Statutory Declaration true, accurate and complete documents or copies of documents, which are the documents they purport to be.

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Declared at (place)

On this date

day *month* *year*

Applicant Signature

I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:

Authorised witness signature print/stamp name | address | title

first / middle/ last names

A person authorised under section 30(2) of the ***Oaths and Affirmations Act 2018 (Vic)*** to witness the signing of a statutory declaration.

residential or professional address

E. CONSENT TO RELEASE PERSONAL INFORMATION

Background

The PRSB has statutory powers to undertake certain enquiries, investigations and checks for the purpose of considering your application for registration (or renewal of registration) under Division 4 of Part 12, the *Victoria Police Act 2013*.

To facilitate this process, you are asked to provide your written consent where indicated below to permit the release of information relevant to assessing your application to:

The Police Registration and Services Board (PRSB)
(a statutory body established by the Victoria Police Act 2013 which administers the Police Profession Register)
Level 6, 155 Queen Street, Melbourne, Victoria 3000.

Consent to release records and information

I hereby consent as follows:

(a) I agree that Victoria Police may release to the PRSB any information relating to my service with Victoria Police to PRSB, which is relevant to the PRSB's consideration of my application for registration (or renewal of registration) under Part 6 of the *Victoria Police Act 2013*. I understand that records, which may be relevant include, but are not limited to, records relating to disciplinary matters, complaints, performance management, performance development and assessment, and criminal and driving records.

(b) I agree to the terms of, and have signed and attached, the *Victoria Police Consent to Check Records* form.

(c) I agree that any other police force or security agency of which I have been a member (whether in Australia or overseas) may release to the PRSB the same kind of information about my service with that police force or agency as is outlined in the *Victoria Police Consent to Check Records.*

(d) I agree that my nominated referees and any previous Victoria Police manager may provide information (in writing or orally) to the PRSB which is relevant to assessing my application.

Applicant Signature			
On this date			
	day	*month*	*year*

NEXT STEPS

Scan and send completed documents to the PRSB.
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.