



## GENERAL CONSENT

I,
(Full Name in BLOCK letters)
of
(Address in BLOCK letters)
in the State of

I have read the Victoria Police Security Clearance Information leaflets and notes in this pack which explains the need for me to undergo the security clearance process in accordance with Australian Government policy. I acknowledge that this process may require the Victoria Police to make various enquiries and background checks about me. I consent to the Personnel Security Unit, Victoria Police having access to all relevant information about me, which will assist them in making an assessment about my suitability and eligibility for a security clearance on an ongoing basis. For that purpose, I hereby authorise the communication of such information to the Personnel Security Unit, Victoria Police. I acknowledge the information provided will not be used without my prior consent for any other purpose, unless authorised by law. I consent to Victoria Police and any other Australian Police Force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence and unpaid fines.

I also consent ☐ do not consent ☐ to my current employer being contacted.

Signature:		Date:	
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## WITNESS DETAILS

*( Must be witnessed on the same date)*

Printed name:			
Signature:		Date:	
Designation/Occupation:			
Address:		Postcode:	

## NOTES

- The Security Clearance Assessment (vetting) is such that it cannot be determined from the outset how many, and to what extent, checks/enquiries will need to be made in order to be able to make an informed and reasoned assessment about a person's suitability for security clearance. For that reason the General Consent form cannot specify exactly what checks/enquiries will be made for each security clearance.
- However, you are advised that in all cases the following checks will be made:
  - corroboration of any previous employment, including with the Defence Force, and a check of any existing security records;
  - corroboration of places and periods of residence for 5 years;
  - confirmation of your identity directly with the document issuer or by the National Document Verification Service;
  - National Criminal History check and/or probity check.
- Any or all of the following checks/enquiries may be made on a needs basis:
  - checks with Registrars of Births, Deaths and Marriages for authenticity of personal documents such as birth, marriage and change of name documentation;
  - check education documentation with relevant school, college, university;
  - check of naturalisation/citizenship/movement records documentation with the Department of Immigration and Border Protection (DIBP) and passports with the Australian Passport Office;
  - enquiries with previous employers, educational institutions, friends, relatives, and associates about your general character, reliability, trustworthiness etc; and
  - checks /enquiries with any other person, agency or organisation which may be able to contribute information relevant to the assessment of your suitability for the security clearance proposed.
  - corroboration of overseas travel with International Movement records;



## OFFICIAL SECRECY – VICTORIA POLICE

### For the purpose of adhering to relevant State Legislation

I acknowledge the requirements imposed on Victoria Police personnel under Part 13 of the *Victoria Police Act 2013* in connection with dealing with police information.

I can understand that contravention of Part 13 of the *Victoria Police Act 2013* can lead to prosecution or disciplinary action being taken against me.

I understand that all official information acquired by me in the course of my duties is the property of Victoria Police and/or the Commonwealth and any such information which it is my duty not to disclose is not to be published or communicated to another person in any form.

I,	
(Full Name in BLOCK letters)	
of	
(Address in BLOCK letters)	
in the State of	

Signature:		Date:	
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### WITNESS DETAILS

*(Must be witnessed on the same date)*

Printed name:			
Signature:		Date:	
Designation/Occupation:			
Address:		Postcode:	

<sup>1</sup> “Unauthorised disclosure” means —

(a) the disclosure by a person who is a public servant or government contractor of official information in circumstances where the person is under a duty not to make the disclosure; or

(b) the disclosure by a person who has been a public servant or government contractor of official information in circumstances where, were the person still a public servant or government contractor, the person would be under a duty not to make the disclosure.

(c) A person who, without lawful authority, makes an unauthorised disclosure is guilty of a summary offence and liable to level 8 imprisonment (1 year maximum) or a level 8 fine (120 penalty units maximum). (*Crimes Act 1958 (Victoria)*) and/or 2 years imprisonment (*Crimes Act 1914 (Commonwealth)*)



<sup>1</sup> **“official information”** means information, whether in a record or not, that comes to the knowledge of, or into the possession of, a person because the person is a public servant or government contractor



VICTORIA POLICE

## STATUTORY DECLARATION

I,	
(Full Name in BLOCK letters)	
of	
(Address in BLOCK letters)	
(Current occupation in BLOCK letters)	

make the following statutory declaration under the Oaths and Affirmations Act 2018:

1. that I have correctly completed and attached all the information, correctly completed forms, and personal documents specified therein;
2. every effort has been made to provide the original documents required;
3. all copies of documentation are true copies of the original;
4. I am aware the provision of false, incomplete, incorrect or misleading information may adversely impact on my assessment to hold a security clearance;
5. in completing the attached forms, I have not omitted or provided any false or misleading information or provided false personal records.

**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.**

(2) Signature of person making this statutory declaration in the presence of the authorised statutory declaration witness	
(3) Declared at (Location) in the State of Victoria.	<div style="display: flex; justify-content: space-between;"> <span></span> <span>Date: <span style="border: 1px solid black; padding: 2px 10px;"></span></span> </div>
(4) Signature of Authorised Witness	<div style="display: flex; justify-content: space-between;"> <span></span> <span>Date: <span style="border: 1px solid black; padding: 2px 10px;"></span></span> </div>
(5) Name of authorised witness and qualification as such a witness	<p>I am an authorised statutory declaration witness and I sign this document in the presence of the person making the declaration:</p> <hr style="border: 0; border-top: 1px dashed black; margin: 5px 0;"/> <p>A person authorised under section 30(2) of the Oaths and Affirmations Act 2018 to witness the signing of a statutory declaration.</p>