



Application for criminal history screening (exemption notice) for Sole Traders

Form 10-11 ST

For use by sole traders who are blue card holders proposing to start or continue to deliver services for people with disability under the *Disability Services Act 2006* section 52.

Sole traders are required to undergo criminal history screening and be issued with a positive notice and yellow card (or yellow card exemption) to deliver prescribed disability services for NDIS participants.

PRIVACY NOTICE

The department is collecting your personal information on this form to assess your eligibility for a yellow card exemption and to assess your eligibility and suitability to provide disability services in a service outlet of a non-government service provider. This is authorised under Part 5 of the *Disability Services Act 2006*. Your personal information will be provided to Blue Card Services in order to confirm the validity of your blue card, and to determine whether further screening is required (this will be the case where a criminal history is revealed about you). In the event that further screening is required, your personal information will be provided to the Queensland Police Service in order to verify details of your criminal history and certain investigative

information about you where relevant. Your personal information may also be provided to the Director of Public Prosecutions, Mental Health Court and Mental Health Review Tribunal as authorised under the *Disability Services Act 2006* for the purpose of obtaining additional information required to assess your application. Your personal information will be managed in accordance with the *Information Privacy Act 2009*.

How to complete this form:

- This form can only be submitted by a sole trader
- Please print clearly, use BLOCK letters and indicate with a tick where required
- Your identification documentation must be witnessed by a Justice of the Peace.

PLEASE COMPLETE THIS FORM ONLY IF YOU HOLD A CURRENT BLUE CARD ISSUED BY BLUE CARD SERVICES THAT IS VALID FOR THREE MONTHS OR MORE.

PART A – Business details**1. Name of your NDIS registered business:****2. Legal Entity name:** (if different from above)**3. Postal address of business:** (include postcode)**4. Telephone:****5. Email****6. ABN****PART B – Sole trader's details****Personal details:****Title:** Mr Mrs Miss Ms Dr

Other

Gender:**Family name:****Given name:****Middle name:** (do not abbreviate)**Have you been known by any other names?**

No Yes

If yes, please provide details below:

Other names used: (eg. maiden name)**Proof of name change:**

(e.g. deed poll, marriage certificate) if identification documents are in different name than you are using.

Home address:**Mailing address:** (if different from above)**Contact number:**

Mobile (mandatory):

Work:

Home:

Email address:

Personal:

Work:

Date of birth:**Place of birth:**

City:

State:

Country:

PART B (cont'd)

Current Positive notice (blue card) number:

Blue card expiry date:

Please attach a photocopy of your current blue card.

Do you have a blue card application/renewal in progress?

Yes

No

Details

Please do not record credit card or debit card number and expiry details.

Proof of identity from List 1:

Type:

Expiry:

Number:

State/Country of Issue: (eg. driver's licence, passport)

Proof of identity from List 2:

Type:

Expiry:

Number: (eg. medicare card)

State/Country of Issue: (eg. driver's licence, passport)

PART C – Declaration

DECLARATION by a sole trader seeking to deliver services for people with disability

Please read the following carefully before signing:

- Please read the following carefully before signing:
- I declare that the information that I have provided in this form and the identification documents shown to the non-government service provider are true and correct.
- I consent to the department, in accordance with Part 5 of the *Disability Services Act 2006*, obtaining a check of criminal history information (including charges and convictions) and certain investigative information from police, courts, prosecuting authorities and other bodies in Queensland or elsewhere in Australia, including the Director of Public Prosecutions, Mental Health Court and Mental Health Review Tribunal.
- I understand that it is an offence under the

Disability Services Act 2006 for a disqualified person to sign this form to apply for a prescribed notice and I declare that I am not a disqualified person.

- I understand that it can be an offence under the *Disability Services Act 2006* to state anything in this form that is false or misleading.
- I understand the privacy notice in this form and I consent to the collection, use and disclosure of my personal information in the manner described in that notice.

Signature:

Date:

PLEASE NOTE: please ensure all sections of this form have been completed in full and that the relevant documentation is attached.

Missing or incomplete details may cause processing delays or rejection of the application.

DISQUALIFIED PERSONS WARNING

It is an offence for a disqualified person to sign an application for a prescribed notice or to apply for, start or continue in engagement regulated by the *Disability Services Act 2006*.

Further information about disqualified persons is available on the department's website.

PART D – Proof of identity

A Justice of the Peace is responsible for sighting the applicant's identification documents.

The identification documents which may be used are set out in the *Disability Services Regulation 2017*. The applicant must produce two original identification documents to confirm their identity.

The person seeking an eligibility declaration must produce two original identification documents to confirm their identity. Together the documents must show:

- full name;
- date of birth; and
- signature.

A Justice of the Peace must certify that they have sighted documents relating to proof of the applicant's identity. At least one of the documents sighted must show the applicant's signature.

One primary identification document from **List 1**; and

One secondary identification document from **List 2** must be sighted.

If you cannot provide an identification document from either List 1 or List 2 please contact the Criminal History Hotline on 1800 183 690.

Note:

- **At least one document must include a signature of the applicant**
- All identification documents sighted must be originals (photocopies are not acceptable).
- Where any document is in a former name, an original official document (e.g. marriage certificate or change of name certificate) must be sighted.

NOTE FOR A JUSTICE OF THE PEACE:
Please tick the relevant box for the identification you have sighted

List 1 – Primary Identification Documents

Birth certificate

Current Australian driver licence containing a photograph of the engaged person

International travel document, namely:

a current passport; or

an expired passport that has expired less than 2 years before the expired passport is sighted; or

another current identity document, having the characteristics of a passport issued by a government, the United Nations or an agency of the United Nations for the purposes of international travel; or

another expired identity document, having the characteristics of a passport issued by a government, the United Nations or an agency of the United Nations for the purposes of international travel that expired less than 2 years before the expired document is sighted.

An evidence of Australian citizenship document

Visa or entry permit under the *Migration Act 1958* (Cwth)

Current consular identity document containing a photograph of the person seeking an eligibility declaration

A document the Director-General of the department considers provides sufficient identification of the engaged person

Australian citizenship certificate or current document evidencing permanent Australian residency status.

PART D (cont'd)

List 2 – Secondary Identification documents

Recent (the last 12 months) account or notice issued by a public authority (for example: council rate notice; electricity account statement; gas account statement, land valuation notice, telephone account statement)

Recent (the last 12 months) document evidencing electoral enrolment

Identification card issued by Commonwealth or a State as evidence of the person's entitlement to a financial benefit (for example: Commonwealth seniors health card, health care card, medicare card, pensioner concession card or repatriation health card).

Current account card or current credit card from a bank/building society/credit union (with name and signature).

Passbook or account statement issued by a bank/building society/credit union dated in the last 12 months.

PART D – Declaration by the Justice of the Peace

I declare that:

- I have checked the details provided in this form and confirm they match those on the identification documents sighted; and
- I understand that it is an offence to provide a false or misleading statement or document.

Name of the Justice of the Peace

Signature of the Justice of the Peace

Date of signature

Stamp and registration No.:

Return to:

Department of Communities, Disability Services and Seniors
PO Box 10179, BRISBANE ADELAIDE STREET QLD 4001

OR

criminalhistoryscreening@disability.qld.gov.au
Phone: 1800 183 690 / Fax: 07 3405 6422