



Please open this form using Adobe Acrobat Reader. Either type in the fields provided or print this form and complete it using a pen and BLOCK LETTERS.

Tick where applicable

Privacy Notice

The Australian Border Force (ABF) is collecting your personal information and the personal information of your associates for the purposes of assessing and determining whether you are and your ongoing eligibility to be assessed as a fit and proper person as required for a licence application or registration.

Failure to provide your personal information or the information requested about third parties associated with you will result in the ABF not being able to make a determination as to your entitlement to hold, or maintain, a fit and proper status as required by a licence application or registration and may result in you not being eligible to have non-public access to the Department of Home Affairs (the Department) assets.

The ABF will use and disclose the personal information that you provide to undertake relevant background checks in order to identify any factors or personal circumstances that pose an integrity risk to you or the ABF. It will assess whether you are suitable for association with the ABF or to have access to the Department's non-public assets.

In all cases, the following checks will be conducted with Australian and/or overseas persons and authorities, as required:

- corroboration of any previous employment, whether Australian Government or private sector, to determine employment history and any matters relating to code of conduct, service records, discipline records, professional conduct and behaviour in the workplace
- corroboration of any past/present security records, including requesting any personal security file
- corroboration of places of residence
- checks to verify the authenticity and validity of personal and identity documents, including but not limited to:
 - birth, marriage and change of name documentation
 - naturalisation/citizenship/visa documentation and passports; and
 - driver's licences and Medicare cards.

The following checks/inquiries may also be made with Australian and/or overseas persons and authorities, as required:

- checks of claimed educational qualifications with relevant institutions
- checks of travel activity, migration related activity and corroboration of overseas travel
- inquiries with financial institutions and others with whom you have financial dealings
- inquiries into criminal associations/associations with groups perceived by the community to be engaged in criminal activity
- inquiries into criminal or unlawful activity you have been or may be engaged in or associated with
- checks of professional associations
- checks of involvement in civil legal proceedings
- checks of criminal and traffic history
- checks of involvement in criminal investigations or proceedings
- inquiries into illicit drug use
- checks of import and export activity
- inquiries into your dealings with the ABF and/or the Department
- checks of firearm, driver or other licences
- inquiries with previous employers (your current employer will not be contacted without your specific consent)
- inquiries with nominated and in some cases un-nominated character referees and associates about your general character and/or information about your suitability to be assessed as a fit and proper person or association with the ABF; and
- checks/inquiries with other agencies or organisations where, after considering the information you provide for the purposes of applying for and maintaining your ongoing eligibility for to be assessed as a fit and proper person, it becomes apparent that the other agency or organisation may be able to contribute information relevant to the assessment of your suitability for association with the ABF.

When conducting these checks/inquiries, the ABF will generally only provide the relevant Australian and/or overseas persons or authorities with the information necessary for the third party to identify you, unless it is necessary in order to conduct the particular check or inquiry to give them other information you have provided for the purpose of applying for and maintaining your ongoing eligibility to be assessed as a fit and proper person.

Each and any of the third parties to whom the ABF discloses your personal information will examine their information holdings relating to you and may disclose your personal information or the personal information of your associates to the ABF and to each other, where the disclosure is necessary and related to assessing and determining whether you are and your ongoing eligibility to be assessed as a fit and proper person as required for a licence application or registration.

For the purposes of assessing and determining whether you are and your ongoing eligibility to be assessed as a fit and proper person as required for a licence application or registration, the ABF may disclose your personal information to, and may collect your personal information from third parties.

These third parties may include but are not limited to:

- the Department of Home Affairs
- Registrars of Births, Deaths and Marriages
- the Australian Federal Police
- State and Territory Police Forces
- the Australian Taxation Office
- the Department of Human Services
- the Australian Criminal Intelligence Commission

Privacy Notice continued

- the Australian Security and Intelligence Organisation
- the Australian Government Security Vetting Agency (AGSVA)
- any authorised Documentation Verification Service (DVS) Gateway Service Provider and any identity credential issuing authority connected to the DVS
- other Commonwealth, State or Territory Departments or Agencies including enforcement, regulatory or licence issuing agencies
- road transport authorities (however described)
- your current (should you provide consent) and previous employers
- your current and previous lessors or managing agents
- your nominated education institutions
- any referee (regardless of whether they are nominated by you)
- your nominated legal representative or any third party who you authorise the ABF to communicate with on your behalf; and
- any financial institutions with which you have had dealings.

The ABF may also disclose your personal information to, and may collect your personal information from, overseas persons and authorities in your country or former country of residence or citizenship or a country or countries in which you inform the ABF you have business interests.

Information may also be disclosed to authorities from other countries, such as law enforcement or customs agencies, in circumstances permitted under the *Privacy Act 1988* (Cth) (the Privacy Act). Where, after considering the information you provide, it is determined that checks with authorities from countries other than these countries are necessary before your application can be approved, your specific consent to those checks being undertaken may be sought.

Your personal information, which has been collected as part of determining whether you are and your ongoing eligibility to be assessed as a fit and proper person as required for a licence application or registration, may be used and/or disclosed by the ABF or a third party for a purpose that is not directly related to the purpose for which the information was collected, in circumstances where that is permitted under the Privacy Act or other applicable law. This could include but is not limited to use or disclosure for the purpose of:

- the AGSVA or other relevant vetting agency confirming if you already hold a security clearance, initiating a security clearance process and/or assessing and determining your application for, and ongoing eligibility to maintain a Commonwealth security clearance
- the Australian Criminal Intelligence Commission, Australian Federal Police and State and Territory Police forces undertaking a National Police History Check in relation to you
- the Australian Security Intelligence Organisation considering a matter that has been identified which may be relevant to national security
- your current employer taking appropriate action in relation to a matter which may relate to an internal disciplinary or administrative issue; and
- general law enforcement purposes, including those purposes set out in the *Australian Crime Commission Act 2002* (Cth).

At all times, your personal information will be collected, used, stored and disclosed by the ABF in accordance with the Australian Privacy Principles (APPs) in Schedule 1 of the Privacy Act. Further information regarding how the ABF handles personal information and your rights to seek access to and correction of your personal information that the ABF holds about you can be found in the Department's privacy policy on the Department's website, <https://www.homeaffairs.gov.au/access-and-accountability/our-commitments/privacy>

The Department's privacy policy also contains information about how you can complain if you believe that the Department has handled your personal information in a way that breaches our obligations in the APPs and how the Department will deal with a complaint.

National Police Check

A national police history check is an integral part of the assessment of your suitability. You should note that the existence of a record does not mean that you will be assessed automatically as being unsuitable. Each case will be assessed on its merit, so it is in your interest to provide full and frank details to support whether you are a fit and proper person.

Information will be forwarded to the Australian Criminal Intelligence Commission and other Australian police agencies for checking. By signing the general consent form you are consenting to these agencies accessing their records to obtain and disclose police history information that relates to you to the ABF.

Police history information may include outstanding charges, and criminal convictions/findings of guilt recorded against you that may be disclosed according to the laws of the relevant jurisdiction and, in the absence of any laws governing the release of that information, according to the relevant jurisdiction's information release policy.

Spent Convictions Scheme

The following information is provided as general guidance and is not exhaustive. The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt. Spent convictions of specific offences will be released where the check is required for certain purposes regardless of how old the convictions are.

Each Australian police agency will apply the relevant spent convictions legislation/information release policy prior to disclosure. If you require further information or clarification please contact the individual police agencies directly for further information about their release policies and any legislation that affects them.

In certain circumstances an applicant is not required to disclose spent/old convictions. This right to not disclose varies depending upon the nature of your conviction, and the jurisdiction in which the spent convictions were recorded. The ABF may, where the relevant legislation allows it, access information about spent/old convictions whether or not a prospective applicant for a position voluntarily provides this information to the ABF.

If you have convictions in Victoria there is no legislative right that allows you not to disclose your conviction. All Victorian convictions must be disclosed. The ABF can access spent convictions under the *Commonwealth Crimes Act 1914*, and convictions recorded in South Australia, for the purposes of assessing prospective job applications because the relevant legislation allows it to do so.

You are advised to seek independent legal advice if you think that you may have a spent/old conviction and that you have a right to not disclose this conviction.

Completing the form

All individuals in a position of management or control are required to complete and submit this form. The ABF considers a person to be in management or control if they:

- have authority to direct operations or activities at the licensed premises
- are involved in, or have an influence over, the policies and procedures of the licensed premises; or
- direct the receipt or release of goods at a licensed premises.

A person is considered to be in management irrespective of whether their role is active or passive and whether they are physically located at the licensed premises.

This includes all directors, managers and Customs Brokers on site and includes (but are not limited to) employees with:

- the authority to direct operations and/or release cargo
- access to the ICS
- after-hours access; or
- keys to the deadhouse (for s77G depots only).

Complete all sections in this form, including answering the questions in the Criminal / Traffic Charge, Conviction, Pecuniary Penalties or Administrative Action section and signing your consent in the Consent section.

To verify your identification you must supply four identity documents outlined in form 1538i *Proof of Identity Requirements Customs Licensing Application*. Applications without the required documents will not be assessed. Form 1538i is available at

<https://www.abf.gov.au/form-listing/forms/1538i.pdf>

Provision of false or misleading information

Giving false or misleading information to the ABF is a serious offence under Divisions 136.1 and 137.2 of the *Criminal Code Act 1995* (Cth), which is punishable by a period of imprisonment of up to 12 months. This includes omitting to advise the ABF of any matter or thing without which the information you provide is misleading.

Providing false or misleading information to the ABF may also result in a range of adverse administrative actions being taken. These may include (but are not limited to), a finding that you are not suitable to be a fit and proper person.

OFFICIAL: Sensitive Personal-Privacy (Once Completed)

Licence

Select the licence(s) you are applying for

- Customs Warehouse Licence Cargo Terminal Operator/Cargo Handler Registration
 Customs Depot Licence Re-mail / Special Reporter Registration

Personal details

Family / Surname (current)		Given names	
All other legal names you have been known by		Sex Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate / Intersex / Unspecified <input type="checkbox"/>	
Date of birth / /	Place of birth	State of birth	Country of birth
Drivers licence number	State of issue	Contact number (business hours)	Mobile number
Work email address			

Permanent residential addresses over the last ten years

Addresses	Period of residence	
Full details of all addresses are required, including overseas addresses		
<i>Include Street number and name, Suburb, Postcode, State and Country (if outside Australia)</i>	<i>Month and year</i>	<i>Month and year</i>
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If insufficient space, attach additional details

Criminal / Traffic charge, conviction, pecuniary penalties or administrative action

(i) Are you the subject of any traffic violations, criminal or traffic charge(s) still pending before a court?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

(ii) Do you have any conviction(s) or finding(s) of guilt which are less than ten (10) years old, or any juvenile conviction(s) or finding(s) of guilt which are less than five (5) years old?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

(iii) Do you have any conviction(s) or finding(s) of guilt which are over ten (10) years old, (or five (5) years for juvenile conviction(s) or finding(s) of guilt) where the sentence imposed was greater than thirty (30) months imprisonment?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

(iv) Have you been refused a Maritime Security Identification Card (MSIC) or Aviation Security Identification Card (ASIC) or had an MSIC or ASIC suspended or cancelled?
 No Yes If Yes, provide details *(If insufficient space, attach additional details)*

OFFICIAL: Sensitive Personal-Privacy (Once Completed)

Proof of Identity Requirements

At least four identity documents must be supplied. Please see form 1538i for requirements - <https://www.abf.gov.au/form-listing/forms/1538i.pdf>

Please tick when you have attached the required documents.

- At least ONE Category A document
- At least ONE Category B document
- At least TWO Category C (secondary) documents

Declaration

I, (print full name) _____

of, (residential address) _____

born, (date of birth) ____ / ____ / _____

have read the Privacy Notice and for the purposes of assessing and determining whether I am and my ongoing eligibility to be assessed as a fit and proper person as required for a licence application or registration, consent to:

- the Australian Border Force (ABF) collecting my personal information on the forms and documents provided and from third parties in the circumstances described in the Privacy Notice
- the ABF using my personal information
- the ABF disclosing my personal information to any or all of the third parties identified in the Privacy Notice, in the case of third parties who are overseas recipients acknowledge that:
 - the ABF will not be accountable under the Privacy Act for any acts or practices in relation to the overseas recipient's handling of my personal information; and
 - I will not be able to seek redress under the Privacy Act if the overseas recipient handles my personal information in breach of the Privacy Act.
- any of the third parties identified in the Privacy Notice examining their information holdings relating to me and disclosing my personal information to the ABF and to each other.

I have read and understand the Privacy Notice and for the purposes of assessing and determining whether I am and my ongoing eligibility to be assessed as a fit and proper person as required for a licence application or registration: (tick one option only)

- consent
- do not consent

to the ABF collecting my personal information from, and disclosing my personal information to, my current employer in the circumstances described in the Privacy Notice.

Additional information (if applicable)

I acknowledge that my personal information may be used and/or disclosed by the ABF or a third party to whom the ABF discloses it for another purpose, in circumstances permitted under the *Privacy Act 1988*.

I acknowledge and certify that the information provided by me on this form and to support whether I am a fit and proper person is true and accurate.

Signature	Full name (BLOCK LETTERS)	Date / /
Company name	Position held	State
In position of 'Management or Control'? No <input type="checkbox"/> Yes <input type="checkbox"/>	Depot/Warehouse Licence Number	Establishment ID / Special Reporter Number

Submitting this form

When the form and requested attachments have been completed, please submit your application to:

Australian Border Force
Customs Licensing
GPO Box 9984
SYDNEY NSW 2001

Email: b301forms@abf.gov.au (if emailing, the original documentation must be sent by post to the above address)

You may submit the consent form through your employer or directly to the ABF.