

## Ordering Instructions: Australia NT Driver's Licence Search – Subject (CV)

Updated: December 3, 2020

### Source of Information

The Northern Territories Driver's Licence search is obtained, with your express consent, from the NT Police, Fire and Emergency Services, Information Access Team.

### Information Required for the Order

- 📄 You must complete the *Australia DL NT Form* and **sign it in the presence of an authorized Officer\***
  - ✍️ A hand-written signature is required on the form; digital signatures will not be accepted
- 📄 You must provide a legible copy of your driver's licence or photo ID, **which must be endorsed by the authorized Officer\***.
  - The photocopied ID should be authorised/stamped on the front page next to the ID (the ID and Certification should both be visible).

\*Authorized Officers are: police officers, Justice of the Peace, Commissioner of Oaths, or NTPFES employees.

- 🕒 You will not need to make any payment for this request.

### Instructions for Completing Forms or Consent

Complete the form in its entirety, using only BLACK ink.

Make sure than any alias or maiden names are listed.

Ensure your current address is provided and that you have provided your 10-year address history, within the Northern Territory, on page 2.

In the consent box on the second page of this form, initial the area in where the words in red "via CV Check" are listed. This confirms the addition of this text. (CV Check is the entity who will be obtaining the search on your behalf.)

The image shows a rectangular box with a decorative border. Inside the box, the word "Consent" is at the top. Below it, there are two lines of text. The first line says "I hereby consent to a check of records, or other information, kept by the Northern Territory Police of Australia, and release of details of any traffic infringement, or other relevant driver history information, recorded against my name to myself, via CV Check. Initial here". The words "via CV Check" and "Initial here" are highlighted in red. A red arrow points from the right side of the box towards the red text. Below this, there is another line of text: "I hereby indemnify the Northern Territory of Australia, its servants and agents against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me."

**Sign the form in the presence of an authorized Officer and provide a copy of your photo ID to the authorized Officer.** The Officer will complete the form and endorse your copy of ID.

### Submission Instructions

- ✓ Double check the form to make sure you have completed all required fields.
- ✓ Do not submit this form or ID until you have them signed by an authorized Officer.
- ✓ The company will provide instructions for you on where and how to submit form and ID document.

### If You Have Questions

If you have questions about completing forms or the ordering process, contact the screening provider, Accurate Backgrounds at:

US Phone: (800) 784-3911

Outside of the US: numbers can be found at the link below <https://www.accurate.com/contact-us/>



## NT Police, Fire and Emergency Services

### Complete Traffic History Application Form

**(In the first instance, please contact CVCheck's  
Customer Service Team on (08) 9388 3000)**

**Contact Us**  
Information Access Team  
PO Box 39764  
WINNELLIE NT 0821

Telephone: (08) 8985 8930  
[police.information@nt.gov.au](mailto:police.information@nt.gov.au)

Complete Traffic History Checks attract a fee of **50 Revenue Units** per application. Revenue Units are governed by the Northern Territory *Revenue Units Act 2009* and are subject to change 1 July each year.

The Northern Territory Department of Treasury and Finance determine the value of a Revenue Unit for all Northern Territory Government Departments.

Please refer to our agency's current Fees and Charges if you are unsure of the fee associated with this request.

Unfortunately, these fees can **NOT** be waived under any circumstances.

**You must sign this form in the presence of an authorised officer. Your photo ID will also need to be endorsed by an authorised officer and attached to this application. Authorised officers are NTPFES employees, interstate police officers, a Justice of the Peace or a Commissioner of Oaths. If you submit your application at a Police Station in the Northern Territory, the receiving officer will endorse and send your application to the Information Access Team for you.**

Please note that we can only check your history from the Northern Territory. If you require a check from another State or Territory, you will need to apply to that jurisdiction directly.

#### Your Name and Contact Details

Ms / Mrs / Miss / Mr / Dr \_\_\_\_\_  
(Family Name) (Given Name)

Maiden Name \_\_\_\_\_  
(Family Name) (Given Name)

Other Name/s \_\_\_\_\_  
(Include any Other Name by Which You are Known)

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth \_\_\_\_\_

Current Driver's Licence Number \_\_\_\_\_ State/Territory of Issue \_\_\_\_\_

Full Residential Address: \_\_\_\_\_ Postal Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: (B/H) \_\_\_\_\_ (A/H) \_\_\_\_\_ Email: **info@cvcheck.com**

Preferred Method of Correspondence  Electronic copy sent by email  ~~Hard copy sent by mail~~

**Periods of Residence for the last TEN (10) Years**

Period	Full Address
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____
____ / ____ / ____ to ____ / ____ / ____	_____

**Consent**

I hereby consent to a check of records, or other information, kept by the Northern Territory Police of Australia, and release of details of any traffic infringement, or other relevant driver history information, recorded against my name to myself,

via CV Check: \_\_\_\_\_ (initial here)

I hereby indemnify the Northern Territory of Australia, its servants and agents against all liabilities and against all actions, suits, proceedings, claims, demands, costs, and expenses whatsoever which may be taken or made in respect of the release or use hereunder of any details of any convictions, or other information purporting to either relate to or involve me.

Print Name \_\_\_\_\_  
(Name of Person Consenting)

Signed \_\_\_\_\_  
(Signature of Person Consenting)

Please also initial the amendment in red above

In the Presence of \_\_\_\_\_  
(Print Full Name of Authorised Officer)

Signed \_\_\_\_\_  
(Signature of Authorised Officer)

\_\_\_\_\_  
(Address of Authorised Officer)

Date \_\_\_\_\_

**Privacy**

Northern Territory Police, Fire and Emergency Services (NTPFES) is collecting this information to ensure that the correct person is entitled to receive the information requested. This collection is authorised or required by the *Information Act* (NT) and/or the Northern Territory *Police Administration Act*. The information provided on this form is only used to identify the applicant for the purpose of providing the information requested. You have the right to request access to any of your personal information held by NTPFES. For more information, please contact NTPFES by telephone on (08) 8985 8926.

**This must be completed by the Receiving Officer before forwarding to the Information Access Team**

Date Application Received: \_\_\_\_\_

Photographic Identification of Applicant Attached: Yes / No

Receipt Number: \_\_\_\_\_ Payment Amount: \_\_\_\_\_

Receiving Officer's Name & Position (please print): \_\_\_\_\_

Signature of Receiving Officer: \_\_\_\_\_