



- An application must be submitted in person or by mail.

Post:

Teachers Registration Board of South Australia
PO Box 3649
RUNDLE MALL SA 5000

OR

In person:

Teachers Registration Board of South Australia
Level 6, 70 Pirie Street
ADELAIDE SA 5000

- Applications submitted by email will **not** be accepted.
- An **incomplete** application will not be accepted and will be returned to you.

Documentation checklist

You must provide the following items with your application

Proof of identity for Teacher Registration

- A certified copy of your full birth certificate.

- A certified copy of a document with photographic identification (i.e. passport or driver's licence).

- A certified copy of your current teacher registration certificate and/or card from that jurisdiction(s).

- Teaching qualifications evidence

If you would like your qualifications entered on the Register of Teachers and therefore printed on your certificate, you must either:

- provide an original or certified copy of your official academic transcripts stating the completion/conferral date of the Award(s); or
- if you have been provided your final academic transcripts through My eEquals, share the transcript document to qualifications@trb.sa.edu.au and set an expiry date of **at least 28 days** after the submission date of your application.

- Proof of identity required for the Nationally Coordinated Criminal History Check

Minimum identity requirements

You must provide **four** documents with your completed form to confirm your identity:

- one** from *Commencement documents* to confirm your birth in Australia or arrival in Australia
- one** from *Primary documents* and;
- two** from *Secondary documents* to show the use of your identity in the community.

Please see the next page for the list of available documents that you can use for identity requirements.

You may be able to use item 1 and 2 from the checklist above to meet part of the ID requirements.

If applicable, you must also provide the following items:

- A certified copy of evidence of all name changes e.g. marriage certificate, decree nisi, deed poll, etc

- A certified copy of the written offer of employment from a school or prescribed service.

Please note:

- All documentation supplied in support of your application must be the **original** or a **certified copy**.
- Copies of original documents **must be certified by the same Justice of the Peace**.
- Each document submitted for certification must be a photocopy with the original document available for sighting at the time of certification.
- In some circumstances the Board may require presentation of an original document.
- If all documents have not been correctly certified, the application will not be accepted and will be returned to you.
- All documents in a language other than English lodged as part of an application for teacher registration must be submitted with official certified English translations. (refer to NAATI website www.naati.com.au).

4 x Identity Documents required for the Nationally Coordinated Criminal History Check:

1 x Commencement document:

- (a) full Australian birth certificate (not an extract or birth card)
- (b) current Australian passport (not expired)
- (c) Australian Visa current at time of entry to Australia as a resident or tourist
- (d) ImmiCard issued by the Department of Home Affairs (formerly Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- (e) certificate of identity issued by the Department of Foreign Affairs and Trade to refugees and non-Australian citizens for entry to Australia
- (f) document of identity issued by the Department of Foreign Affairs and Trade to Australian citizens or persons who possess the nationality of a Commonwealth country, for travel purposes
- (g) certificate of evidence of resident status in Australia

1 x Primary document:

- (a) current Australian driver's licence, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed
- (b) Australian marriage certificate issued by a state or territory (*church or celebrant-issued certificates are **not** accepted*)*
- (c) current passport issued by a country other than Australia with a valid entry stamp or visa
- (d) current proof of age or photo identity card issued by an Australian government agency in your name with photo and signature
- (e) current shooter or firearm licence showing signature and photo (not minor or junior permit or licence)

***Change of name**

- If you provide identity documents using a former name, you **must** provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory or a decree nisi, **in addition to** your four identity documents. (*ie if you use your marriage certificate for name change purposes, you **cannot** use it for ID*).
- If your change of name documents were issued in a country other than Australia please contact the Board.

2 x Secondary documents:

- (a) certificate of identity issued by the Department of Foreign Affairs and Trade
- (b) document of identity issued by the Department of Foreign Affairs and Trade
- (c) convention travel document secondary (United Nations) issued by the Department of Foreign Affairs and Trade
- (d) foreign government issued documents (for example driver's licence)
- (e) Medicare card
- (f) enrolment with the Australian Electoral Commission
- (g) security guard or crowd control photo licence
- (h) evidence of right to a government benefit (Centrelink or Veterans Affairs)
- (i) consular photo identity card issued by the Department of Foreign Affairs and Trade
- (j) photo identity card issued to an officer by a police force
- (k) photo identity card issued by the Australian Defence Force
- (l) photo identity card issued by the Australian Government or a state or territory government
- (m) Aviation Security Identification Card
- (n) Maritime Security Identification card
- (o) Australian tertiary student photo identity document
- (p) certified academic transcript from an Australian university*

***Only an official academic transcript can be used as an ID**

Please refer to the Guideline booklet at: www.trb.sa.edu.au/trb-mra-guidelines

Please **complete all** sections of the form:

- Personal Details and Sections 1-8 from **pages 1 to 4**
- The Nationally Coordinated Criminal History Check Application and Informed Consent Form from **pages 5 to 7**

PERSONAL DETAILS

Title (Mr/Mrs/Ms/Dr/Other)	Family/Surname:	Given Name(s):
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Preferred Name(s) for correspondence*

*If your preferred name is different from your first name, you **must also declare** that name on the *Nationally Coordinated Criminal History Check Application and Informed Consent Form*.

Do you identify as an Aboriginal or Torres Strait Islander? Yes No (please tick)

Address for correspondence (your postal address)

Telephone:	Mobile:
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Email:

Pursuant to Section 28 (4) of the Act you must notify the Registrar within 28 days of any change of name or address. Maximum penalty \$1250. Expiation fee \$160.

Have you previously applied for teacher registration in South Australia? Yes No (please tick)

Please provide your current Department of Human Services (previously known as Department for Communities and Social Inclusion) Child Related Screening Clearance or your Working with Children Check.

Attach a certified copy of your Child Related Screening Clearance.

Provide the full name the clearance or check was issued in.

Date of Issue				Reference or Unique Identification Number	
	Day	Month	Year		

1. PAYMENT DETAILS

OFFICE USE ONLY

Registration No.

New Applicant

Expired Reg.

Refer to Section 1 of the Guideline booklet at: www.trb.sa.edu.au/trb-mra-guidelines

An EFTPOS machine is available in the office reception until 4:00pm weekdays. We do not accept cash or electronic bank transfers. Payment will be processed at the time you submit your **complete** application.

Payment of fees can be made by either of the following: cheque money order

or, I authorise the Teachers Registration Board to draw on my Visa Mastercard

Signature: Expiry Date: /

Cardholder Name: Amount: \$

-----Your credit card number and CVV number will be securely destroyed once payment is taken.-----

Card number: CVV:

2. EVIDENCE OF CURRENT REGISTRATION

In which jurisdiction(s) (State, Territory or New Zealand) are you currently registered?

3. COMPLETED HIGHER EDUCATION QUALIFICATIONS

Refer to Section 3 of the Guideline booklet at: www.trb.sa.edu.au/trb-mra-guidelines

Name of Qualification	Name of Institution	State or Country	Length of Course (full-time equivalent)	Start Date (month/year)	Completion Date (month/year)

4. RECORD OF TEACHING SERVICE

Refer to Section 4 of the Guideline booklet at: www.trb.sa.edu.au/trb-mra-guidelines

Do not include supervised teaching practice or any details relating to periods of paid or unpaid leave from employment

Position	School or institution	State or Country	Full-time or fraction per week	Date from (month/year)	Date to (month/year)

5. TEACHING APPOINTMENT

Refer to Section 5 of the Guideline booklet at: www.trb.sa.edu.au/trb-mra-guidelines

Have you been offered employment as a teacher in a school or prescribed service?

Yes No

If you have answered YES:

Expected date of commencement:

Day Month Year

6. DECLARATIONS - FITNESS AND PROPRIETY

Refer to Section 6 of the Guideline booklet at: www.trb.sa.edu.au/trb-mra-guidelines

You must complete all items in this section.

- 6.1 Have you ever had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or in any other country? Yes No
- 6.2 Are you subject to any conditions in practising the profession of teaching in any state, territory or country? Yes No
- 6.3 Have you ever been refused registration, licensing or classification as a teacher in Australia or any other country? Yes No
- 6.4 Have you ever been (or are you currently) the subject of disciplinary proceedings or any action that might lead to such proceedings in any jurisdiction? Yes No
- 6.5 Have you ever been dismissed or resigned from employment as a practising teacher in response to or following allegations of unprofessional conduct in any jurisdiction? Yes No
- 6.6 Have you ever been dismissed or resigned from any employment in response to or following allegations of improper conduct relating to a child in any jurisdiction? Yes No
- 6.7 Do you have an injury, illness or disability which (either now or in the proposed term of registration):
- a. May affect your capacity to discharge all of the duties and responsibilities of a registered teacher safely and competently? Yes No
- b. May require the provision of special equipment, assistance or arrangements in order to ensure that you can carry out all of the duties and responsibilities of a registered teacher safely and competently? Yes No

Note: The Teachers Registration Board is required, when considering applications for registration, to comply with State and Federal equal opportunity legislation. The above information is required to enable the Board to carry out its statutory functions, but will not be used to discriminate unlawfully against any applicant.

- 6.8 Have you ever been charged with or convicted of an offence/s in the following categories:
- An offence for which a term of imprisonment is a penalty (whether or not a penalty of imprisonment was imposed), OR
 - Any offence involving illicit drugs, violence, sexual or indecent behaviour, dishonesty, cruelty to animals?
- Yes No

If you have answered YES to any of the above questions, please provide written details of the circumstances relating to the matter in a separate envelope addressed to the Registrar and marked "Confidential". All matters are considered on an individual basis. You may be required to provide further documentation or participate in an interview.

7. DOCUMENT VERIFICATION SERVICE CONSENT

The TRB uses the Commonwealth Document Verification Service to verify identity documents. For more information please visit the Australian Attorney-General's Department Document Verification Service website (www.dvs.gov.au).

Any ID provided for this application (pages 1 to 7) requires consent as follows:

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Applicant's Signature _____ Date ____/____/____

OFFICE USE ONLY

Processed: Yes No

Cleared by:

Date:

8. STATUTORY DECLARATION

The following Statutory Declaration refers to your Application for Teacher Registration Under Mutual Recognition, attached documents, and any other supporting information.

Your signature on this page must be witnessed by a Justice of the Peace.

The Board cannot accept Statutory Declarations witnessed by any other authority. The same Justice of the Peace must also certify all copies of original documents supplied with the application.

I _____ do solemnly and sincerely declare
(print your name)

- I am seeking registration as a teacher with the Teachers Registration Board of South Australia in accordance with the Mutual Recognition Principle.
- I am currently registered as a teacher in:

_____ (if more than one, name all jurisdictions in which you have current teacher registration)

- My registration number is/numbers are: _____ , _____
- I am not the subject of disciplinary proceedings in any Australian State or Territory or in New Zealand (including any preliminary investigations or actions that might lead to disciplinary proceedings in relation to my registration as a teacher).
- My registration as a teacher in any Australian State or Territory or in New Zealand has not been cancelled or is currently suspended as a result of disciplinary action.
- I have not been personally prohibited from carrying out my occupation as a teacher in any Australian State or Territory or in New Zealand as a result of criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand.
- My registration as a teacher is not subject to any special conditions as a result of criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand.
- I consent to the Teachers Registration Board of South Australia making inquiries of, and exchanging information with any registration authority in any Australian State or Territory or in New Zealand regarding my activities as a teacher or other matters relevant to this notice.
- I certify that the copy of my current registration certificate(s) is a complete and accurate copy of the original.
- I understand that under the terms of the *Teachers Registration and Standards Act 2004*, my name, registration number and expiry date will appear on the Register of Teachers published on the TRB website.
- I have completed this 'Notification to the Teachers Registration Board of South Australia' and I acknowledge that the information provided in this application form is true and correct; and
- I have provided this declaration with the understanding and belief that a person making a false declaration is liable to the penalties of perjury.
- My answers to the information required herein, together with information contained in any documents forwarded herewith, are true and correct and I make this solemn declaration, conscientiously believing it to be true and by virtue of the provisions of the *Oaths Act 1936*.

I am aware that an application which is false or misleading in any material particular can lead to prosecution under the *Oaths Act 1936*, and to refusal or cancellation of my registration pursuant to the *Teachers Registration and Standards Act 2004*.

(Applicant's Signature)

Declared before me at _____ this _____ day of _____ 20____

I verify that all photographs contained within the documents certified by me are, to the best of my ability, photographs of the applicant.

Name _____

Address _____

Signed _____

Justice of the Peace Details including Licence number _____



Nationally Coordinated Criminal History Check Application and Informed Consent Form

OFFICE USE ONLY Application Type: Registration No.

Section 6: OCHC required: OCHC cleared: Cleared by:

Section A – Personal information

A1. Please read this before answering the following questions.

You must disclose all names you have been known by throughout your life, including your primary name, name before marriage (maiden name), and other previous names and/or alias names.

With each additional name you provide, you must include your family name, first given name and other given names (if applicable). Please ensure the full additional name is stated.

Example:

When Lucianne was born, she was given the first name Lucianne, second given name Jane and surname of Jones. When she was married, she changed her surname to Smith.

Lucianne commonly uses the name Lucy when introducing herself in the community.

As such, Lucianne has four known names—her current name, pre-marriage name, the alias name she used before she got married and the alias name she uses now. Lucianne needs to provide all four names when completing this form, as follows:

Current name:	Smith, Lucianne Jane
Pre-marriage name:	Jones, Lucianne Jane
Alias name:	Smith, Lucy Jane
Alias name:	Jones, Lucy Jane

Primary name

Family/Surname	First given name
	Other given name(s)

Previous/Other known name (if applicable):

Family/Surname	First given name
Name type: Maiden <input type="checkbox"/> Alias <input type="checkbox"/> Previous <input type="checkbox"/>	Other given name(s)

Family/Surname	First given name
Name type: Maiden <input type="checkbox"/> Alias <input type="checkbox"/> Previous <input type="checkbox"/>	Other given name(s)

Family/Surname	First given name
Name type: Maiden <input type="checkbox"/> Alias <input type="checkbox"/> Previous <input type="checkbox"/>	Other given name(s)

If more room is required, please list on a separate sheet, sign and attach to this form. **Additional sheet attached?** Yes No

A2. Please read this before answering the following questions.

You must select the gender that best describes how you identify yourself within the community. The ACIC’s processes are aligned with the Australian Government *Guidelines on the Recognition of Sex and Gender*. For more information, contact the ACIC directly on 02 6268 7900 or npcs@acic.gov.au.

Your Gender: M (Male) F (Female) X (Indeterminate/intersex/unspecified)

A3. Please read this before answering the following questions.

If you cannot provide all these details, contact the TRB.

Your Date of Birth:

Your Place of Birth:

Day	Month	Year	Town/Suburb	State	Country

A4. Please read this before answering the following questions.

Please provide your current and previous residential addresses for the past five years.

If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section contact the TRB.

Current Residential Address (Street address, Suburb/town, State/territory, Postcode, Country) Dates residing at address:

	From: / /

Previous Residential Address 1 (Street address, Suburb/town, State/territory, Postcode, Country) Dates residing at address:

	From: / /
	To: / /

Previous Residential Address 2 (Street address, Suburb/town, State/territory, Postcode, Country) Dates residing at address:

	From: / /
	To: / /

Previous Residential Address 3 (Street address, Suburb/town, State/territory, Postcode, Country) Dates residing at address:

	From: / /
	To: / /

If more room is required, please list on a separate sheet, sign and attach to this form. **Additional sheet attached?** Yes No

A5. Please read this before answering the following questions.

If you have an Australian driver's licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence.

If you have a foreign driver's licence and/or a firearms licence you must provide the licence number and the country that issued your licence.

If you have a passport, you must provide the passport number and the country that issued your passport.

Passport: <small>(if applicable)</small>	Number	Issued by (country)
Driver's Licence: <small>(if applicable)</small>	Number	Issued by (state/territory)
Firearms licence: <small>(if applicable)</small>	Number	Issued by (state/territory)

Section B – Purpose of the Nationally Coordinated Criminal History Check

The Nationally Coordinated Criminal History Check is being conducted for the purpose of registration as a teacher. This involves unsupervised contact with children and young people.

Section C – Informed consent

What is informed consent?

Your informed consent is needed before an accredited body can request a Nationally Coordinated Criminal History Check on you. Your informed consent means you:

- have read and understood the information provided in this form about how your personal information and any police information relevant to you will be handled and disclosed
- provide your permission for the accredited body to request a Nationally Coordinated Criminal History Check on your behalf.

How do I provide my informed consent?

An important aspect of providing informed consent is that you understand what you are consenting to. It is important that you read the consent statements in question C2 and, where required, get clarification from the TRB, to ensure complete understanding. You must then sign and date this form at C2, to give your informed consent.

C1. Your personal and police information will be disclosed to the Teachers Registration Board of South Australia

C2. Please read this before answering the following question.

You must print your full name, read each statement carefully and then sign and date to provide your informed consent.

Applicant’s consent to submit a Nationally Coordinated Criminal History Check

I, _____
 First given name Other given name(s) Surname

1. acknowledge that I understand the information on this form.
2. acknowledge that the Teachers Registration Board of South Australia is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a Nationally Coordinated Criminal History Check to be conducted for the purpose outlined in Section B of this form.
3. have fully and accurately completed this form, and the personal information I have provided relates to me and contains the full name and all names previously/currently used by me.
4. acknowledge that withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
5. acknowledge that personal information that I have provided in this form and on the supplied identity documents may be disclosed to the Teachers Registration Board of South Australia.
6. acknowledge that any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my risk and I, the applicant, am aware of the consequences of sending information in these ways.
7. acknowledge that I am aware that I am providing consent for a Nationally Coordinated Criminal History Check to be conducted on all personal information provided in this form and provided in supplied identity documents.
8. understand and consent to police information relating to me being disclosed in accordance with the purpose identified in section B of this form, applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
9. give consent to:
 - a. the ACIC and police agencies using and disclosing my personal information that I, the applicant, have provided in this form and personal information contained in my supplied identity documents to conduct a Nationally Coordinated Criminal History Check
 - b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the Teachers Registration Board of South Australia
 - c. the Teachers Registration Board of South Australia using my personal information and police information to assess my suitability for registration as a teacher.
10. acknowledge that it is usual practice for my personal information and police information to be used by police agencies and the ACIC for law enforcement, including the purposes set out in the *Australian Crime Commission Act 2002* (Cth).

Applicant’s Signature _____ Date ____/____/_____

OFFICE USE ONLY	Batch No: <input type="text"/>	Cleared by: <input type="text"/>	Date: <input type="text"/>
Comment: <input style="width: 100%;" type="text"/>			