

# AusCHECK



## SELF REPORTING FORM

This form is can be used by MSIC holders to report that they have been convicted of a disqualifying offence or convicted of any other Maritime Security Relevant Offence and sentenced to imprisonment<sup>1</sup>. You can choose to report directly to your issuing body or directly to AusCheck:

- **If you chose to report directly to your issuing body**, the completed form should be handed to your issuing body (who will forward it to AusCheck).
- **If you prefer to report directly to AusCheck**, you should send the completed form to AusCheck using the contact details on the back of this form.

**Remember:** Self reporting must be completed in writing and must contain all of the information listed as required on this form within 7 days of conviction and sentence.

To validly self report using this form you must complete both Part A and Part B

### Part A Information to be reported

**Full Name** (Required)

**Date of Birth** (Required)

**Residential Address** (Required)

**Phone Number** (Optional)

**MSIC Number/s** (Required)

**Conviction/s for** (Optional)

  

**Date of Conviction and Sentence** (Required)

**Court in Which Convicted** (Required)

<sup>1</sup> Under regulation 6.08LB of the Maritime Transport and Offshore Facilities Security Regulations 2003, MSIC holders must within 7 days report if they are:

1. Convicted and sentenced for a disqualifying offence (no sentence of imprisonment is required)
2. Convicted of a maritime-security-relevant offence and sentenced to imprisonment

To determine what is a disqualifying offence or a maritime-security-relevant offence please refer to Schedule 1 of the Maritime Transport and Offshore Facilities Security Regulations 2003 or contact AusCheck on 02 6141 2000. All sentences of imprisonment are considered relevant, even if they are suspended. Imprisonment includes periodic detention, home-based detention, and detention until the rising of the court, but does not include obligations to perform community service.

Under regulation 6.08LB, failure to provide the required information may result in prosecution and fines up to \$2,200

**Please ensure you complete both pages of this form**

**Part B Consent to Background Check**

You are required to advise whether you consent<sup>2</sup>:

1. to having your identity confirmed, and
2. to a new background check being undertaken (your criminal history will be assessed against the criteria for holding an MSIC), and
3. to the outcome of the background check being provided to your issuing body, if the outcome will adversely affect your ability to continue holding the MSIC.

I, *(insert name)*

Please tick as appropriate:

- I consent to the above matters.
- I do not consent to the above matters.

**Please Note:**

- If you are reporting directly to AusCheck, under regulation 6.08LB failure to consent to these matters will be disclosed to your issuing body.
- Under regulation 6.08M(h) if you do not consent to these matters your MSIC is required to be cancelled by your issuing body.

**Signed**

**Date**

**After completing and signing this form either return it to your issuing body, or return it to AusCheck by fax, mail or scan and email it using the details below**

<p><b>AusCheck</b> <b>3-5 National Circuit</b> <b>BARTON ACT 2600</b></p> <p><b>Fax: (02) 6141 4609</b></p> <p><b><a href="mailto:AusCheck@ag.gov.au">AusCheck@ag.gov.au</a></b></p> <p><b>Phone: (02) 6141 2000</b></p>	<p><b>Issuing Body Details</b></p>
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<sup>2</sup> Under regulation 6.08LB of the Maritime Transport and Offshore Facilities Security Regulations 2003 you are required to advise whether you consent to certain matters.