



# NSW Domestic Violence Disclosure Scheme

## Application for someone I am concerned about to receive information

### What is the Domestic Violence Disclosure Scheme?

The NSW Domestic Violence Disclosure Scheme helps people who may be at risk of domestic violence to find out if their current or former partner has a history of violent criminal offences.

### How can the Scheme help prevent domestic violence?

Domestic violence is usually characterised by a pattern of abusive and controlling behaviours, and perpetrators often repeat these behaviours in successive relationships. The pilot Scheme aims to prevent domestic violence from occurring by empowering those who may be at risk to make informed decisions about their relationship.

### Where is the Scheme available?

The Scheme is being piloted in four NSW Police Force Local Area Commands:

- Oxley (Tamworth region)
- Shoalhaven (Nowra region)
- Sutherland (Menai/Engadine/Sutherland region)
- St George (Kogarah/Hurstville region)

To apply, you and the person who may be at risk need to be aged 16 years and over. The person you are applying for must live in a participating local area command. A list of relevant suburbs and postcodes is provided on page 7.

### How does the Scheme work?

You will need to complete this application form and submit it to a police station in a participating local area command where the person at risk lives. Police will review this application and do a criminal record check on the current or former partner.

Even where the application is made by a third party, the disclosure is made to the person who may be at risk, unless there are exceptional circumstances determined by police.

You may be present at the disclosure only where the person who may be at risk invites you to be there as a support person.

### Will their current/former partner know that an application or a disclosure was made?

To ensure the safety of those who may be at risk, the subject of the application (i.e. a current or former partner) will not be informed of any application or disclosure made about them.

### Can I make an application?

As a third party you must be a family member, friend or a professional who has an ongoing relationship with the person who may be at risk.

To apply, you and the person who may be at risk need to be aged 16 years and over. The person you are applying for must live in a participating local area command. You will need to complete and submit this application form at a police station in the pilot region where the person who may be at risk lives.

Take care when completing this application as it is an offence to provide false or misleading information in an application, and penalties apply.

### What information will be disclosed?

A conviction will be disclosed to the person who may be at risk where the subject of the application (i.e. the current or former partner) has a relevant offence in their criminal history.

Relevant convictions are for personal violence offences committed *within* a domestic relationship. These include:

- Most personal violence offences such as murder, manslaughter, physical and sexual assault, property damage
- Stalking and intimidation
- Breaches of an Apprehended Domestic Violence Order.

Other relevant convictions include certain personal violence offences committed *outside* of a domestic relationship:

- Sexual offences
- Child abuse offences
- Murder

If a relevant conviction exists, the person you are applying for will be told the type of offence and the date of the conviction. The police may also consider telling them additional information, such as the relationship between their current or former partner and the victim of the offence. This will be considered on a case-by-case basis because police must be careful not to identify those victims.

Some offences and orders will *not* be disclosed under the Scheme. These include:

- Offences committed outside NSW
- Offences where no conviction was recorded
- Convictions that have become spent
- Juvenile convictions
- Apprehended Domestic Violence Orders (these civil orders are not recorded on criminal histories)

### **How long does it take to get a disclosure?**

After you have submitted your application, police will assess whether there is a serious threat to the life, health or safety of the person you are applying for by doing a risk assessment of their circumstances, and a criminal record check their current or former partner.

The police will process all applications within two weeks. If the police believe there is a serious threat to the person you are applying for, they will be notified of any relevant convictions within 48 hours.

### **What will happen at the disclosure?**

The police will advise the person who may be at risk in person at the police station or at another safe location. A domestic violence support service will be present to provide support and help plan for their safety.

Any person present at a disclosure will be required to sign a legal document stating that they will not misuse any information disclosed. This means that any person who receives information must agree to not publish or spread the information, or use the information to stalk or intimidate their current or former partner, or embarrass or humiliate them on social media or through other public networks.

### **What support services will be available to the person I am applying for?**

A worker from a specialist domestic violence support service will be present at the disclosure to provide support and help plan for their safety.

The support service may also arrange other help such as translation services, trauma counselling and other specialist support as required.

The person at risk may bring their own support person, such as a friend, relative or professional working with them or their family.

### **Will I receive the disclosure?**

The disclosure will only be made in person to the person who may be at risk, unless there are exceptional circumstances. You may be present at the disclosure only where the person who may be at risk invites you to be there as a support person.

### **Will I be informed of the outcome of my application?**

No, the police will make contact with the person who may be at risk.

### **What happens if there are no relevant convictions?**

A support service worker will be available to offer support and to further discuss any relationship concerns.

Generally, domestic violence is under-reported, and some matters are withdrawn before they are finalised at court so not all perpetrators of domestic violence will have a criminal conviction.

The absence of a relevant criminal conviction does not mean that the person is not at risk of domestic violence, and it is important that you report any future concerns or instances of violence to the police.

### **What is an intimate relationship?**

For the purpose of the Scheme, an intimate relationship includes people who are married or engaged to be married, separated, divorced, de facto partners, couples promised to each other under cultural or religious tradition, or who are dating. It may or may not involve a sexual relationship and may be between people of the same or different sex.

For former relationships, there must be evidence of ongoing contact between the person at risk and their current or former partner. This means contact that is consistent or planned, and may include:

- Family Court proceedings
- child care arrangements
- family functions
- mutual friends or social networks
- common dealing in private property or business
- common dealing or use of a residence
- work or a common employer
- common kinship relationships in Aboriginal communities, or
- living in small rural communities where contact is unavoidable.

### **Where can I get more information?**

More information is available at [www.domesticviolence.nsw.gov.au/dvds](http://www.domesticviolence.nsw.gov.au/dvds).

# Application form

NSW Domestic Violence Disclosure Scheme

Office use only:  
COPS Event number

## PART 1: Personal details of the person who may be at risk

### 1. Their full name

Title (e.g. Mr, Mrs, Miss, Ms)

Surname

First name

Middle name

### 2. Have they been known by another name? (please insert)

Yes  No  (if no, please move to question 14)

### 3. Their gender (please select)

Female  Male  Other

### 4. Their address

Street address

Suburb

Postcode

Postal address (if different)

### 5. Their contact details (for police to contact them)

Home phone

Mobile

Email address

### 6. Their date of birth (dd/mm/yyyy)

dd / mm / yyyy

### 7. Preferred method and time for police to contact them

### 8. Have they made an application before?

No  Yes  Unsure

Police station dd mm yyyy

Date / /

### 9. Their preferred language (optional)

### 10. Do they need an interpreter? (optional)

No  Yes

### 11. Are they of Aboriginal or Torres Strait Islander origin? (optional)

No  Yes, Aboriginal  Yes, Torres Strait Islander

### 12. Do they have a disability? No Yes

No  Yes

## PART 2: Details of children

### 13. Do they have children?

Yes  No (if no, please move to question 14)

Please list the names of children who live most or all of the time with the person who may be at risk.

#### Child 1

Surname

First name

Middle name

Gender Female  Male  Other

Date of birth dd / mm / yyyy

Address (only if different from person at risk)

#### Child 2

Surname

First name

Middle name

Gender Female  Male  Other

Date of birth dd / mm / yyyy

Address (only if different from person at risk)

#### Child 3

Surname

First name

Middle name

Gender Female  Male  Other

Date of birth dd / mm / yyyy

Address (only if different from person at risk)

#### Child 4

Surname

First name

Middle name

Gender Female  Male  Other

Date of birth dd / mm / yyyy

Address (only if different from person at risk)

Child 5

Surname

First name

Middle name

Gender  Female  Male  Other

Date of birth  /  /

Address (only if different from person at risk)

Child 6

Surname

First name

Middle name

Gender  Female  Male  Other

Date of birth  /  /

Address (only if different from person at risk)

**PART 3:  
Your Details**

Note: You can only make an application if you have some form of ongoing contact with the person who may be at risk. For example, you are a parent or guardian, relative, friend, or professional working with the person at risk or their family. The disclosure will only be made in person to the person who may be at risk. It is important that you continue to be in contact with the person you are applying for and help them to consider their options to ensure their safety.

**14. Your relationship to the person who may be at risk**

Parent/guardian  Friend/family member  
 Professional\*  Other\*

\* Please specify

**15. Your full name**

Title (Mr, Mrs, Miss, Ms)

Surname

First name

Middle name

**16. Name of the organisation where you work** (if applicable)

**17. Your address**

Postal address (if different)

**18. Your contact details**

Home phone

Mobile

Email address

**19. Why are you making an application on behalf of the person who may be at risk?**

**20. Are they aware that you are making an application?**

Yes  No

**21. If no, please explain why you have not told them**

**PART 4:  
The details of the person's current or former partner**

**22. Their full name**

Title (e.g. Mr, Mrs, Miss, Ms)

Surname

First name

Middle name

**23. Have they been or are they known by another name?**  
(please insert)

**24. Their gender** (please select)  Female  Male  Other

**25. Their address**

Street address

Suburb

Postcode

Postal address (if different)

**26. Their contact details**

Home phone

Mobile

Email address

**27. Their date of birth**

/  /

**28. Their relationship to the person who may be at risk**

Current partner  Former partner

**PART 5:  
Reason for making the application**

29. Is the person who may be at risk still in the relationship?

No Yes Unsure

30. How long has/was the person who may be at risk been in the relationship?

Years

Months

31. Does the person who may be at risk live with their current/former partner?

No Yes Sometimes

32. Describe the nature of their relationship.

33. *For former relationships only:* Describe the nature of ongoing contact between the person and their current/former partner

34. Are there current Family Law Court proceedings?

No Yes Unknown

35. Are there Family Law Court orders?

No Yes Unknown

36. Is there, or has there been, an Apprehended Domestic Violence Order between the person and their current/former partner?

No Yes Unknown

If yes, when?

37. What are the concerns or reasons for you making this application?

How did you hear about the Scheme? (Optional)

**PART 6:  
Applicant's declaration**

There are penalties for including false or misleading information in your application, and requires that you make a declaration that the information you provide is correct and true. This is outlined in section 307A of the Crimes Act 1900, which reads:

*Crimes Act 1900*

**307A False or misleading applications**

(1) A person is guilty of an offence if:

- (a) the person makes a statement (whether orally, in a document or in any other way), and
- (b) the person does so knowing that, or reckless as to whether, the statement:
  - (i) is false or misleading, or
  - (ii) omits any matter or thing without which the statement is misleading, and
- (c) the statement is made in connection with an application for an authority or benefit, and
- (d) any of the following subparagraphs apply:
  - (i) the statement is made to a public authority,
  - (ii) the statement is made to a person who is exercising or performing any power, authority, duty or function under, or in connection with, a law of the State,
  - (iii) the statement is made in compliance or purported compliance with a law of the State.

*Maximum penalty: Imprisonment for 2 years, or a fine of 200 penalty units, or both.*

**I hereby apply for information to be disclosed under the NSW Domestic Violence Disclosure Scheme. I am aware that it is an offence to knowingly or recklessly provide false or misleading information in the application form.**

Applicant name

Applicant signature

Date / /

Name of NSW Police Force officer and registration number

Signature of NSW Police Force officer

Date / /

**PART 7:  
Proof of identity**

You must satisfy the identity check requirement (minimum 100 points) and bring your original identification to the police station with you. The table on the following page lists the approved identification documents and points value.

**Office use only:** 100 points of ID verified?

Yes No, (application cannot be processed)

Primary person resides in pilot LAC?

Yes No, (application cannot be processed)

**Further information**

You can submit an application 24 hours a day, seven days a week at a participating police station in NSW. A list of participating suburbs is on page 7.

For more information, contact your nearest police station or visit [www.domesticviolence.nsw.gov.au/dvds](http://www.domesticviolence.nsw.gov.au/dvds)

## Proof of identity

| Document type and point value                   | Document details  |
|---|---|
| <p><b>Primary documents</b><br/>70 points</p>   | <p><b>Document</b></p> <ul style="list-style-type: none"> <li>• Birth certificate</li> <li>• Birth card issued by the New South Wales Registry of Births, Deaths and Marriages</li> <li>• Citizenship certificate</li> <li>• Current passport</li> <li>• Expired passport which has not been cancelled and was current within the preceding two years</li> <li>• Other document of identity having the same characteristics as a passport including diplomatic documents and some documents issued to refugees</li> </ul>   |
| <p><b>Secondary documents</b><br/>40 points</p> | <p><b>Document - must have a photograph and a name</b></p> <ul style="list-style-type: none"> <li>• Driver licence issued by an Australian State or Territory</li> <li>• Roads and Maritime Services (formerly RTA) photo card</li> <li>• Licence or permit issued under a law of the Commonwealth, a State or Territory Government (eg a boat licence)</li> <li>• Identification card issued to a public employee</li> <li>• Identification card issued by the Commonwealth, a State or Territory Government as evidence of the person's entitlement to a financial benefit</li> <li>• An identification card issued to a student at a tertiary education institution</li> </ul>   |
| <p><b>35 points</b></p>                         | <p><b>Document - must have name and address on</b></p> <ul style="list-style-type: none"> <li>• A document held by a cash dealer giving security over your property</li> <li>• A mortgage or other instrument of security held by a financial body</li> <li>• Council rates notice</li> <li>• Document from your current employer or previous employer within the last two years</li> <li>• Land Titles Office record</li> <li>• Document from the Credit Reference Association of Australia</li> </ul>   |
| <p><b>25 points</b></p>                         | <p><b>Document - must have name and signature on</b></p> <ul style="list-style-type: none"> <li>• Marriage certificate (for maiden name only)</li> <li>• Credit card</li> <li>• Foreign driver licence</li> <li>• Medicare card (signature not required on Medicare card)</li> <li>• EFTPOS card</li> </ul>   |
| <p><b>25 points</b></p>                         | <p><b>Document - must have name and address on</b></p> <ul style="list-style-type: none"> <li>• Records of a public utility, eg phone, water, gas or electricity bill</li> <li>• Records of a financial institution</li> <li>• Electoral roll compiled by the Australian Electoral Commission and available for public scrutiny</li> <li>• A record held under a law other than a law relating to land titles</li> <li>• Lease/rent agreement</li> <li>• Rent receipt from a licensed real estate agent</li> </ul>  |
| <p><b>25 points</b></p>                         | <p><b>Document - must have name and date of birth on</b></p> <ul style="list-style-type: none"> <li>• Record of a primary, secondary or tertiary education institution attended by you within the last 10 years</li> <li>• Record of professional or trade association of which you are a member</li> </ul>   |
| <p><b>Person under the age of 18</b></p>        | <p><b>A child will meet the 100-point requirement if his or her Identity is verified from ONE of the following:</b></p> <ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport eg. diplomatic/refugee</li> <li>• Photo or Signature</li> <li>• A statement from an educational institution, signed by the principal or deputy principal, confirming that the child attends the institution (statement must be on the institution's letterhead).</li> </ul> |

## List of postcodes covered by participating local area commands (LAC)

### **Tamworth - Oxley**

#### **LAC covers:**

Appleby 2340  
Attunga 2345  
Banoon 2347  
Barraba 2347  
Bective 2340  
Bendemeer 2355  
Bithramere 2340  
Blackville 2343  
Blue Vale 2380  
Borah Creek 2346  
Borambil 2329  
Bowling Alley Point 2340  
Braefield 2339  
Breeza 2381  
Bundarra 2359  
Bundella 2343  
Calala 2340  
Caroona 2343  
Carroll 2340  
Cobbadah 2347  
Colly Blue 2343  
Coomoo Coomoo 2343  
Crawney 2338  
Curlewis 2381  
Currabubula 2342  
Daruka 2340  
Duncans Creek 2340  
Dungowan 2340  
Duri 2344  
East Tamworth 2340  
Emerald Hill 2380  
Garoo 2340  
Garthowen 2345  
Ghoolendaadi 2380  
Gidley 2340  
Goolhi 2379  
Goonoo Goonoo 2340  
Gowrie 2340  
Gulf Creek 2347  
Gundamulda 2347  
Gunnedah 2380  
Halls Creek 2346  
Hallsville 2340  
Hanging Rock 2340  
Hillvue 2340  
Ironbark 2347  
Keepit 2340  
Kelvin 2380  
Kentucky 2354  
Kingswood 2340  
Klori 2346  
Kootingal 2352  
Limabri 2352  
Lindesay 2347  
Longarm 2347  
Loomberah 2340  
Manilla 2346  
Marys Mount 2380  
Mayvale 2347  
Milroy 2380  
Moonbi 2353  
Moore Creek 2340  
Mulla Creek 2352  
Mullaley 2379  
Namoi River 2346  
Nemingha 2340  
New Mexico 2346  
Niangala 2354  
North Tamworth 2340

Nowendoc 2354  
Nundle 2340  
Ogunbil 2340  
Orange Grove 2380  
Oxley Vale 2340  
Piallamore 2340  
Pialloway 2342  
Pine Ridge 2343  
Premer 2381  
Quipolly 2343  
Quirindi 2343  
Rangari 2380  
Red Hill 2347  
Retreat 2355  
Rushes Creek 2346  
Somerton 2340  
South Tamworth 2340  
Spring Ridge 2343  
Tambar Springs 2381  
Taminda 2340  
Tamworth 2340  
The Pilliga 2388  
Thirlidene 2347  
Timbumburi 2340  
Tintinhull 2352  
Upper Horton 2347  
Upper Manilla 2346  
Walcha 2354  
Walcha Road 2354  
Wallabadah 2343  
Wallamore 2340  
Warrabah 2346  
Warrar Ridge 2343  
Warral 2340  
Watsons Creek 2355  
Weabonga 2340  
Werris Creek 2341  
West Tamworth 2340  
Westdale 2340  
Willala 2382  
Willow Tree 2339  
Wimborne 2346  
Winton 2344  
Wongo Creek 2346  
Woodsreef 2347  
Woolbrook 2354  
Woolomin 2340  
Yannergie 2343  
Yarraman 2400  
Yarrowitch 2354

### **Nowra - Shoalhaven**

#### **LAC covers:**

Back Forest 2535  
Bamarang 2540  
Bangalee 2541  
Barren Grounds 2577  
Barrengarry 2577  
Barringella 2540  
Basin View 2540  
Bawley Point 2539  
Beaumont 2577  
Beecroft Peninsula 2540  
Bellawongarah 2535  
Bendalong 2539  
Berrara 2540  
Berringer Lake 2539  
Berry 2535  
Berry Mountain 2535  
Bewong 2540  
Bolong 2540

Bomaderry 2541  
Boolijah 2540  
Bream Beach 2540  
Brogers Creek 2535  
Brooman 2538  
Broughton 2535  
Broughton Vale 2535  
Browns Mountain 2540  
Brundee 2540  
Buangla 2540  
Budawang 2622  
Budgong 2577  
Bulee 2622  
Bundewallah 2535  
Burrier 2540  
Burrill Lake 2539  
Callala Bay 2540  
Callala Beach 2540  
Cambewarra 2540  
Cambewarra Village 2540  
Cockwhy 2539  
Comberton 2540  
Comerong Island 2540  
Conjola 2539  
Conjola Park 2539  
Coolangatta 2535  
Coolumburra 2622  
Croobyar 2539  
Cudmirrah 2540  
Culburra Beach 2540  
Cunjurong Point 2539  
Currarong 2540  
Currowan 2536  
Dolphin Point 2539  
Durras North 2536  
East Lynne 2536  
Endrick 2622  
Erowal Bay 2540  
Ettrema 2540  
Falls Creek 2540  
Far Meadow 2535  
Fishermans Paradise 2539  
Greenwell Point 2540  
Huskisson 2540  
Hyams Beach 2540  
Illaroo 2540  
Jaspers Brush 2535  
Jerrawangala 2540  
Kangaroo Valley 2577  
Kinghorne 2540  
Kings Point 2539  
Kioloa 2539  
Lake Conjola 2539  
Lake Tabourie 2539  
Little Forest 2538  
Longreach 2540  
Manyana 2539  
Mayfield 2540  
Meroo Meadow 2540  
Milton 2538  
Mogood 2538  
Mollymook 2539  
Mollymook Beach 2539  
Mondayong 2540  
Moollattoo 2540  
Morton 2538  
Mount Kingiman 2539  
Mundamia 2540  
Myola 2540  
Narrowallee 2539  
North Nowra 2541

Nowra 2541  
Nowra Hill 2540  
Numbaa 2540  
Old Erowal Bay 2540  
Orient Point 2540  
Parma 2540  
Pebbly Beach 2536  
Pointer Mountain 2539  
Porters Creek 2538  
Pretty Beach 2539  
Pyree 2540  
Quiera 2622  
Red Rocks 2577  
Sanctuary Point 2540  
Sassafras 2622  
Shoalhaven Heads 2535  
South Nowra 2541  
St George 2622  
St Georges Basin 2540  
Sussex Inlet 2540  
Swanhaven 2540  
Tallowal 2540  
Tapitallee 2540  
Terara 2540  
Termeil 2539  
Tianjara 2622  
Tolwong 2622  
Tomerong 2540  
Touga 2622  
Tullarwalla 2540  
Twelve Mile Peg 2540  
Ulladulla 2539  
Upper Kangaroo River 2577  
Vincentia 2540  
Wandandian 2540  
Watersleigh 2540  
Wattamolla 2535  
West Nowra 2541  
Wollumboola 2540  
Woodburn 2538  
Woodhill 2535  
Woodstock 2538  
Woollamia 2540  
Worrigea 2540  
Worowing Heights 2540  
Wrights Beach 2540  
Yadboro 2539  
Yalwal 2540  
Yatte Yattah 2539  
Yerriyong 2540

### **Sutherland - Sutherland**

#### **LAC covers:**

Alfords Point 2234  
Bangor 2234  
Barden Ridge 2234  
Bonnet Bay 2226  
Bundeena 2230  
Como 2226  
Engadine 2233  
Grays Point 2232  
Gymea 2227  
Gymea Bay 2227  
Heathcote 2233  
Holsworthy 2173  
Illawong 2234  
Jannali 2226  
Kangaroo Point 2224  
Kareela 2232  
Kirrawee 2232  
Loftus 2232

Lucas Heights 2234  
Maianbar 2230  
Menai 2234  
Oyster Bay 2225  
Royal National Park O  
Sandy Point 2172  
Sutherland 2232  
Sylvania 2224  
Waterfall 2233  
Woronora 2232  
Woronora Dam 2508  
Woronora Heights 2233  
Yarrawarrah 2233

### **Kogarah/Hurstville -**

#### **St George LAC covers:**

Allawah 2218  
Arncliffe 2205  
Banksia 2216  
Bardwell Park 2207  
Bardwell Valley 2207  
Beverly Park 2217  
Beverly Hills 2209  
Bexley 2207  
Bexley North 2207  
Blakehurst 2221  
Brighton-Le-Sands 2216  
Carlton 2218  
Carss Park 2221  
Connells Point 2221  
Dolls Point 2219  
Hurstville 2220  
Hurstville Grove 2220  
Kingsgrove 2208  
Kogarah 2217  
Kogarah Bay 2217  
Kyeemagh 2216  
Kyle Bay 2221  
Lugarno 2210  
Mortdale 2223  
Narwee 2209  
Monterey 2217  
Oatley 2223  
Peakhurst 2210  
Peakhurst Heights 2210  
Penshurst 2222  
Riverwood 2210  
Ramsgate 2217  
Ramsgate Beach 2217  
Rockdale 2216  
Sandringham 2219  
Sans Souci 2219  
South Hurstville 2221  
Turrella 2205  
Wolli Creek 2205

**A full list of local area commands and police stations are available on the NSW Police website [www.police.nsw.gov.au](http://www.police.nsw.gov.au)**

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