



Criminal history disclosure/Change in criminal history

Guide, Hearing and Assistance Dogs Act 2009 (the Act), Sections 15 and 60

General information

The *Guide, Hearing and Assistance Dogs Act 2009* (the Act) requires people applying for approval as a guide, hearing or assistance dog trainer or an employee trainer of a training institution applying for approval, to disclose whether or not they have a criminal history.

The Act also requires approved guide, hearing or assistance dog trainers and employee trainers of approved training institutions to disclose if there is a change in their criminal history.

How to complete this form

You can complete this form on your computer using Adobe Acrobat Reader and some browsers, or you can print it.

If you have a printed form:

- Use black or blue pen.
- Print in BLOCK LETTERS.
- Tick your selection in the check boxes.

Electronic signatures are acceptable if you are not printing the form.

Complete the checklist at the end of the form.

Definition of criminal history

The Act defines 'criminal history' as the convictions, apart from spent convictions, recorded against a person for offences in Queensland or elsewhere, whether before or after the commencement of the Act. 'Conviction' is defined as a court's finding of guilt or acceptance of a guilty plea, by a court.

The *Criminal Code Act 1899* further defines 'spent conviction' as a conviction:

- for which the rehabilitation period under the *Criminal Law (Rehabilitation of Offenders) Act 1986* has expired under that Act; and
- that is not revived as is prescribed by section 11 of the *Criminal Law (Rehabilitation of Offenders) Act 1986*.

Privacy statement

The collection of this information is authorised under the Act and will be used to assess your suitability to work with animals or people with disability for the purposes of the Act.

If you are an employee trainer, by signing the declaration at Part E of this form, you are consenting to the Guide, Hearing and Assistance Dogs team, in the event that it is decided that you are unsuitable to work with people with disability or animals, disclosing this fact to your employer. Your personal information will be managed in accordance with the *Information Privacy Act 2009* and, except as outlined above, criminal history information will not be disclosed to third parties without your consent.

I have read and understood the privacy statement:

Yes

No

Please tick which of the following applies to you:

☐ A person who is applying for approval as a guide dog trainer, hearing dog trainer or assistance dog trainer.

☐ An employee trainer of an institution applying for approval as an approved training institution for the training of guide dogs, hearing dogs or assistance dogs.

☐ A new employee trainer of an approved training institution for the training of guide dogs, hearing dogs or assistance dogs.

☐ An approved trainer or an employee trainer of an approved training institution disclosing a change in their criminal history.

☐ An approved trainer or an employee trainer of an approved training institution subject to a Review under Part 3 Division 2 of the Act.

Part A**Personal details**

Title: ☐ First name: Middle name: Last name:

Other names used:

Circumstances of name change:

Gender:

☐ Female

☐ Male

☐ Non-binary

☐ Indeterminate

☐ Intersex

☐ Unspecified

Date of birth (DD/MM/YYYY):

City of birth:

State/country of birth:

Part B**Must be completed for initial disclosure of criminal history**

Have you ever been convicted of an offence in Queensland or elsewhere?

☐ Yes

☐ No

- If **YES**, complete **Part D**
- If **NO**, skip to **Part E**

Part C**Must be completed for disclosure of a change in criminal history**

Have you been convicted of an offence in Queensland or elsewhere since your initial disclosure?

☐ Yes

☐ No

- If **YES**, complete **Part D**
- If **NO**, skip to **Part E**

Part D

Must be completed if you answered yes to Parts B or C

Date of offence (DD/MM/YYYY):

Status:

Conviction

Charge finalised

Charge pending

Details of offence or alleged offence:

(Include details of the offence and brief details of the circumstances surrounding the conviction/charge.)

Outcome:

(Include details of any court decision. For a conviction, include the sentence imposed and whether the conviction was recorded.)

For multiple offences or alleged offences, provide details on a separate page in the same format.

*If there is insufficient space for all the requested information, please attach additional pages with the information, which must also be signed by the applicant.

Part E

Applicant declaration

Please read the following carefully before signing:

I declare that the information that I have provided and the identification documents mentioned in Part C of Form GHA-1 are true and correct.

I consent to the department, in accordance with Part 6 of the Act, obtaining a check of criminal history information from the commissioner of the police service.

I understand that this information will be used to assess whether I am suitable to work with animals or people with disability for the purposes of the Act.

I consent to the Guide, Hearing and Assistance Dogs team, in the event I am deemed unsuitable to work with people with disability or animals because of my criminal history, disclosing this fact to my employer (this applies only to employee trainers).

Signature:

Name:

Date:

Checklist

- ☐ I have completed all sections of this form relevant to me (**required**).
- ☐ I have included this form in the sealed envelope provided (**required**).
- ☐ I have attached an additional sheet relating to Part D (**where relevant**).
- ☐ I have attached a completed *Form GHA-1, Application for Criminal History Screening* (**required**).

Return:

Via email to ghad@qld.gov.au

OR mail to Attention 'Manager, Guide Hearing and Assistance Dogs Team'

Locked Bag 3405
Brisbane QLD 4001

For further information:

Phone: 13QGOV (13 74 68) **TTY:** 133 677

Email: ghad@qld.gov.au

Postal: Locked Bag 3405, Brisbane QLD 4001

Website: www.qld.gov.au/ghad