

Victoria Police Manual – Procedures and Guidelines

Release of police records

Source Policy

These Procedures and Guidelines support and must be read in conjunction with the following:

- [Privacy and Data Protection Act 2014](#)
- [Police Regulation \(Fees and Charges\) Regulations 2004](#)
- VPMP Information sharing

Application

Procedures and Guidelines are provided to support the interpretation and application of rules and responsibilities. They include recommended good practices and assessment tools to help employees make lawful, ethical and professional decisions. Employees should use the **Professional and ethical standards** to inform the decisions they make to support interpretation of Procedures and Guidelines.

Procedures and Guidelines are not mandatory requirements on their own. However, where rules and responsibilities state that employees must have regard to Procedures and Guidelines, the Procedures and Guidelines must be used to help make decisions in support of the rules.

Procedures and Guidelines

1. Overview

- Regulatory Services Department (RSD), is responsible for the release of an individual's police record/criminal history for employment, licensing/ registration or voluntary service purposes. Requests will be handled in accordance with the Victoria Police Information Release Policy available on the internet and from Public Enquiry Service, RSD.
- All information released is to be managed securely in accordance with the Information Privacy Principles outlined in the *Privacy and Data Protection Act 2014*.

2. Requests

- All requests for details of an individual's police record/criminal history for employment, licensing/ registration or voluntary service purposes must be referred to the Public Enquiry Service.
- Applications must be on Consent to Check and Release National Police Record [Form 820B] and accompanied by the fee listed in the *Police Regulation (Fees and Charges) Regulations 2004* and on the internet/intranet.
- Applicants should be encouraged to download and complete the consent form online. Applicants who do not have access to Internet and/or a printer are advised to request a hardcopy version of the form from their local police station. Members should download and print the hardcopy version of the Form 820B from the intranet for this purpose.

3. Release of information

3.1 Checks with the subject's consent

Following written consent, payment of the appropriate fee and proof of identity of the individual concerned, the Public Enquiry Services will conduct a police record/criminal history check.

3.2 Checks without the subject's consent

Victoria Police authorises certain organisations with law enforcement and administration of justice responsibilities to conduct police record/criminal history checks without the subject's consent. The Security Unit, Police Information Liaison Office, Police Enquiry and Data Sharing Department (PEDSD), will only release criminal history information without the subject's consent to these organisations. The Security Unit maintains a list of these organisations.

3.3 Conditions for release

When releasing information to individuals and external organisations, the Public Enquiry Service will:

- apply the information release policy for the release of criminal history information
- only provide police record/criminal history to an individual or external organisation, if required by, or in accordance with:
 - legislation
 - a Memorandum of Understanding
 - Consent to Check and Release National Police Record [Form 820B]
- make no reference as to the subject's suitability for employment, etc
- instruct the organisation receiving the information that it is responsible for the security of this information, ensuring privacy of individual and confidentiality of

information. The information is to be managed securely in accordance with the Information Privacy Principles outlined in the *Privacy and Data Protection Act*, and is not to be given to any other individual or organisation.

Further Advice and Information

For further advice and assistance regarding these Procedures and Guidelines, contact Security Unit, Police Information Liaison Office, PEDSD.

Update history

Date of first issue	22/2/10	
Date updated	Summary of change	Force File number
18/11/13	References to redundant instruments following IMSSD review have been updated with corresponding new instruments.	069562/11
07/12/15	Legislative reference update to <i>Privacy and Data Protection Act 2014</i> .	FF-096355
12/09/2023	Administrative amendment to reflect name change from Records Services Division to PEDSD.	FF-229744