

FORM E: APPLICATION FOR RENEWAL (EXTENSION) OF PROVISIONAL OR PROVISIONAL (F) REGISTRATION IN THE NORTHERN TERRITORY

1. PERSONAL DETAILS

| | | | | | |
|------------------------------------|--|------|--------------------------|--------|--------------------------|
| Family Name | | | | | |
| Given Name | | | | | |
| Preferred Name | | | | | |
| All Previous Names (if applicable) | | | | | |
| Title e.g. Mr/Mrs/Ms/Miss/Dr | | Male | <input type="checkbox"/> | Female | <input type="checkbox"/> |
| TRB # | | | | | |

| | | | | | | |
|----------------|------|--|-------|--|---------|--|
| Date of Birth | | | | | | |
| Place of Birth | Town | | State | | Country | |

Contact Details




| | | | | | |
|--------------|--|--------------|--|--------|--|
| Email | | | | | |
| Telephone BH | | Telephone AH | | Mobile | |

Postal Address

| | | | | | | | |
|----------------|--|-------|--|---------|--|----------|--|
| Postal Address | | | | | | | |
| Suburb | | State | | Country | | Postcode | |

CHANGE OF NAME

If you have changed your name and not advised the Board, please provide documentary evidence of the name change.

| | | No. of pages attached |
|---|--|-----------------------|
|  | If you have changed your name legally (officially), ATTACH certified copies of documentary evidence of the name change. For example, marriage certificate decree nisi, deed poll, change of name document. | |
|  | If you have not changed your name legally (i.e. an assumed name) ATTACH an original Statutory Declaration of the name change and the date of the name change | |
|  | If applicable, ATTACH evidence of official translation into English of any change of name documents not in the English language | |

PLEASE NOTE: Only documents certified by a Justice of the Peace, Commissioner for Oaths, Public Notary or TRB NT Staff Member will be accepted. Please see page 5 of this application for more details.

2. REASON FOR REQUEST

| | | | |
|--|---|---|--|
| Extended Leave <input type="checkbox"/> | Not Working in the NT <input type="checkbox"/> | Unable to Secure Employment <input type="checkbox"/> | Currency and/or Evidence Requirement not Met <input type="checkbox"/> |
| Other <input type="checkbox"/> | Please provide a brief explanation below. | | |

3. AUSTRALIAN CRIMINAL HISTORY CHECK

To be granted a renewal (extension) of Provisional Registration, the Board requires a National Police Check issued by SAFE NT not older than 2.5 years at the date of receipt of this application [Form E].

The Board may have the results of a current National Police Check (NPC) on file for you. To check, log into your TRB Online Services account to view your NPC issue date under Current Registration Details.


TRB Online Services <https://trbaccount.ntschoools.net/Login.aspx>

| | |
|---|-----|
| Record the Issue Date of your last National Police Check here | / / |
|---|-----|

If your NPC issue date falls within the last 2.5 years, go onto **Section 5**.

If your NPC issue date is older than 2.5 years, you must apply to SAFE NT for a current National Police Check. **The specified purpose of the check must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified the check will not be accepted and you will be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Apply for a National Police Check online through SAFE NT: <https://forms.pfes.nt.gov.au/safent/>

| | | No. of pages attached |
|---|---|-----------------------|
|  | ATTACH a certified copy of your National Police Certificate , for the purpose of 'Employment' as a 'Teacher' issued by SAFE NT. | |

4. OVERSEAS CRIMINAL HISTORY CHECK

| | | |
|--|------------------------------|-----------------------------|
| Since being granted Provisional Registration in the Northern Territory, have you lived overseas for 12 months or more? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
|--|------------------------------|-----------------------------|

If **NO**, go on to Section 5.




If **YES**, you must complete the table below and provide a criminal history clearance from each country.

Please visit the **Department of Immigration and Citizenship** website for information on the process for sourcing the required criminal history clearances from overseas countries:

<http://www.border.gov.au/Trav/Citi/Appl/What-documents-do-you-need/good-character-and-offences>

| Overseas Countries in which I have lived for 12 months or more since being granted Provisional Registration in the Northern Territory | Period of Residence | |
|---|---------------------|----|
| | From | To |
| | | |
| | | |
| | | |


PLEASE NOTE: All overseas criminal history clearances must cover the entire period of residence in the above listed countries.

| | | No. of pages attached |
|---|--|-----------------------|
|  | ATTACH evidence of having applied for the relevant criminal history check/s (e.g. photocopy of receipt or a copy of the completed application form). | |
|  | ATTACH a certified photocopy of the criminal history check/s results from the applicable overseas country . | |
|  | Applicants with Police Clearances not in the English language must supply certified photocopies of <u>both</u> the original [untranslated] document and an official English translation. | |

5. DECLARATIONS

If you answer 'yes' to one or more of the following declarations relating to continued suitability to be a teacher your application will require further assessment by the Board. The Board reminds you it is an offence to provide false or misleading statements.

| | | |
|---|------------------------------|-----------------------------|
| 1. Have you ever been refused registration, licensing or classification as a teacher in Australia or in any other country? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, suspended, withdrawn or disqualified from registration as a teacher in Australia or in any other country? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. In relation to your fitness or competence to teach, have you ever had any conditions imposed on your registration in the Territory or elsewhere? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have ever been, the subject of disciplinary proceedings or any other action that might lead to such proceedings? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 6. Have you ever been convicted or found guilty of any offence? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 7. Have you ever been charged with any offence, whether or not you have been found guilty or are there any charges in relation to any offence pending? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

| | | No. of pages attached |
|---|---|-----------------------|
|  | If you have answered 'YES' to any of the above questions, please provide full details. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director. | |

I understand the provision of false or misleading information is an offence pursuant to section 74 of the Act with a maximum of 50 penalty units. In addition the providing of false or misleading information may result in further disciplinary action pursuant to section 50 (3) of the Act.

| | | | | |
|-------------------|--|------------------------|--|------|
| Name of Applicant | | Signature of Applicant | | Date |
|-------------------|--|------------------------|--|------|

6. PAYMENT (OPTIONAL AT THIS TIME)

If you wish to remain registered next year payment of the annual fee is **due by 31 December**. You may complete your payment details below or alternatively pay online via TRB Online Services in December after your renewal has been granted by the Board.

| | | | | | | | | | | | | | | |
|-----------------------|--------------------------|-------------|--------------------------|-------------|--------------------------|------|--------------------------|------------------|--------------------------|--|---------------------|--|--|--|
| Payment Total | \$90 for 2020 | | | | | | | | | | (RTM 35R999 134131) | | | |
| Personal Cheque | <input type="checkbox"/> | Bank Cheque | <input type="checkbox"/> | Money Order | <input type="checkbox"/> | VISA | <input type="checkbox"/> | MasterCard | <input type="checkbox"/> | | | | | |
| Card Number | | | | | | | | | | | | | | |
| Name of Card Holder | | | | | | | | Card Expiry Date | | | | | | |
| Card holder Signature | | | | | | | | Date | | | | | | |

HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a Justice of the Peace, Commissioner for Oaths, Public Notary or TRB NT Staff are accepted.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on each page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with the official stamp of the organisation has one
- Include JP number if applicable

Your application will not be processed unless copies of all documents are correctly certified.

LODGING YOUR APPLICATION

| | |
|--|---|
| Your application may be mailed to: | Or you may lodge your application in person to: |
| Teacher Registration Board of the Northern Territory | |
| GPO Box 1675 Darwin NT 0801 | Level 4, 22 Harry Chan Avenue Darwin 0800 |

We are unable to accept applications lodged by fax or e-mail.

DISCLAIMER: The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or [website](http://www.nt.gov.au).