



Australian Government

Attorney-General's Department

AusCheck

Background Checking Service

AusCheck Help Desk
Attorney-General's Department
3-5 National Circuit
Barton ACT 2600
Fax: (02) 6141 4609
AusCheck.Operations@ag.gov.au

AusCheck IT System Account Maintenance Request

To amend, create or cancel an account, please complete this form, have it counter-signed by your Issuing Body/ Entity Responsible Officer, and mail or fax it to the AusCheck Help Desk.

In the absence of an Issuing Body/Entity Responsible Officer, obtain your Manager's signature instead and mail or fax this form to the AusCheck Help Desk together with a photocopy of an Evidence of Identity document.

Action

CREATION

- Administrator
- Registered User
- Read Only Access
- Card Verification Access

MODIFICATION

- Update User Details
- Change Privilege Level
- Cancel Account
- Reset Password

Account Creation

To access the AusCheck System, please complete this form, sign the Acceptance of Conditions of Access, and mail or fax it to the AusCheck Help Desk. All the information on this form is required.

Acceptance of Conditions of Access

I understand that I shall be provided with access to the AusCheck IT System operated by Attorney-General's Department and through such facilities, access to AusCheck information.

I acknowledge and accept that, in granting me access: I must protect my password and access to AusCheck data

- In providing me with a username and password facility for my exclusive use, AusCheck considers usage of its IT resources by such identification to be attributable to me;
- I will take reasonable steps to ensure that no one else gains access to an active session opened with my username;
- I will not make a written record of the password/s assigned to me, or communicate it to, or share it with, any other person;
- Whenever I suspect my password has been compromised, I will immediately report the suspected compromise to the AusCheck Help Desk;
- Upon ceasing any duties for which I was granted access, I will inform AusCheck so that access provisions can be cancelled.

There are restrictions on how I can access and use the IT facilities and AusCheck data

- Access is granted solely for the purpose of using the AusCheck Online Verification Service in accordance with the AusCheck Act 2007.

Use of IT facilities by me will be monitored

- To protect AusCheck information from unauthorised access, and to ensure that its IT facilities function properly, system administrators are required to monitor system usage and access, as well as security audit logs.

Misuse of IT facilities may result in disciplinary and/or legal action being taken against me

- Individuals using the AusCheck IT System without authority, in excess of their authority, or in breach of AusCheck policy, will have their activities recorded by AusCheck. If monitoring reveals evidence of criminal activity, AusCheck may provide details of such activity to management and law enforcement officials;
- Any violation of the relevant legislation, System Conditions of Use, or the AusCheck Access Policy may result in my access to the AusCheck IT System being withdrawn, and disciplinary or legal action being taken against me.

User Details

NAME

POSITION

ISSUING BODY/ENTITY

TELEPHONE

EMAIL

SIGNATURE

Issuing Body/Entity Responsible Officer

NAME

ISSUING BODY/ENTITY

TELEPHONE

DATE

SIGNATURE

Evidence of Identity – only in absence of Outgoing Issuing Body/Entity Responsible Officer

CHECK THIS BOX AND ATTACH/FAX COPY OF YOUR EVIDENCE OF IDENTITY DOCUMENT