



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

Issuing Body/Entity Responsible Officer

To register as an Issuing Body/Entity Responsible Officer, please read the "User Administration Procedures", complete this form, provide a sample signature and mail or fax it to the AusCheck Help Desk.

Issuing Body/Entity Responsible Officer

NAME	POSITION
<input type="text"/>	<input type="text"/>
ISSUING BODY	TELEPHONE
<input type="text"/>	<input type="text"/>
EMAIL	SIGNATURE
<input type="text"/>	<input type="text"/>

If the Issuing Body/Entity Responsible Officer position is being passed to a new person, please have this form counter-signed by the outgoing Issuing Body/Entity Responsible Officer.

Outgoing Issuing Body/Entity Responsible Officer

NAME	DATE OF CHANGEOVER
<input type="text"/>	<input type="text"/>
	SIGNATURE
	<input type="text"/>

In the absence of the outgoing Issuing Body/Entity Responsible Officer, fax this form to the AusCheck Help Desk together with a photocopy of an Evidence of Identity document (eg, your employee ID or ASIC or MSIC).

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