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|  | Agency Report a Crime to the AFP form  For use by Commonwealth and State Departments and Agencies to report an allegation of crime for investigation. |
| Instructions for completing this form   * This form is intended for use by Commonwealth and State Departments and Agencies to report an allegation of criminal conduct to the AFP for investigation. * For complaints against AFP members please contact [AFP Professional Standards](https://www.afp.gov.au/contact-us/feedback-and-complaints). * To Request an AFP Investigative Service please refer to the [AFP website](https://www.afp.gov.au/what-we-do/referrals-investigation-services-government/referrals). * To Report a Crime to ACT Policing, please see the [ACT Policing website](https://police.act.gov.au/report-and-register). * To make a Public Interest Disclosure (PID) report refer to the [AFP PID website](https://www.afp.gov.au/about-us/public-interest-disclosure-scheme). * For initial enquiries or advice prior to submitting a Report, Departments and Agencies should contact the AFP National Operations State Service Centre ([NOSSC](https://www.afp.gov.au/what-we-do/operational-priorities/operations-monitoring-centres)) via their closest office. * For additional information on the process and requirements for the submission of a Report refer to the [AFP website](https://www.afp.gov.au/what-we-do/request-investigative-service/government-department-or-agency-report-allegation-criminal). * Only Reports from Government Departments and Agencies should be made using this form. Members of the public wanting to Report a Commonwealth crime, [click here](https://www.afp.gov.au/contact-us/report-commonwealth-crime). * Forms should be sent to the NOSSC in the State or Territory where the suspected offences occurred. The form should include all relevant information and accompanying documents. * Forms may be sent by email, post, or delivered by hand.  |  |  | | --- | --- | | NOSSC Canberra  AFP Headquarters, Canberra | [NOSSC-CANBERRA@afp.gov.au](mailto:NOSSC-CANBERRA@afp.gov.au)  GPO Box 401, Canberra ACT 2601 | | NOSSC Northern Command (Brisbane, Cairns and Darwin Offices) | [NOSSC-NORTHERN@afp.gov.au](mailto:NC-OMC@afp.gov.au)  PO Box 920, Spring Hill QLD 4004 | | NOSSC Eastern Command | [NOSSC-EASTERN@afp.gov.au](mailto:NOSSC-EASTERN@afp.gov.au)  Locked Bag A3000, Sydney South NSW 1232 | | NOSSC Central Command | [NOSSC-CENTRAL@afp.gov.au](mailto:NOSSC-CENTRAL@afp.gov.au)  PO Box 200, Kent Town SA 5071 | | NOSSC Southern Command (Melbourne and Hobart Office) | [NOSSC-SOUTHERN@afp.gov.au](mailto:NOSSC-SOUTHERN@afp.gov.au)  GPO Box 485G, Melbourne VIC 3001 | | NOSSC Western Command | [NOSSC-WESTERN@afp.gov.au](mailto:NOSSC-WESTERN@afp.gov.au) PO Box 586, West Perth WA 6872 |  * Departments and Agencies should consider the security classification and apply a classification accordingly. They should also consider sensitivity, volume, format and integrity of the information in the form when deciding how to send it to the AFP. * For more information on making a Report, please see the [AFP website](http://www.afp.gov.au/what-we-do/referrals.aspx). | |

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| **Department/Agency Details** |

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| **Agency** |  | | | |
| **Department/**  **Section** |  | **Your Ref No.** |  |
| Case Officer/ Contact |  | | | |
| **Address** |  | | |
| Telephone |  | Email |  | |

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| **Allegation Details** |

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| **Executive summary of the alleged criminal conduct (1-2 paragraphs)** |  | | |
| **Relevant Act, Section and Penalty** |  | | |
| **Period of offence** |  | |
| Crime Type |  | | |
| **Fraud Value / Financial Loss (include the amount, over what period of time, and how this was calculated)** |  | |
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| **Client Impact** | | |

Select the most appropriate box indicating the impact of the matter on your agency, and complete the explanatory notes section justifying the selection.

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|  | Critical | The allegation or investigation is politically sensitive or goes to central issues of management of an agency or program. | |
|  | Significant | A serious or complex crime has been committed which the agency cannot resolve without AFP involvement. | |
|  | Routine | AFP investigation desirable. | |
|  | MOU/Agreement | As per agreed upon between reporting agency and the AFP. | |
|  | | Details of MOU/Agreement |  |
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| Explanatory Notes | |  | |
| Harm Statement:  What is the Harm now and/or in the future to your agency / national security / Australia’s interests of the alleged criminal conduct?  (Harm may include physical harm to an individual, group or community, financial, reputational, loss of public confidence, damage to relationships etc)  (If this report relates to the release of Commonwealth information, a harm statement from the agency head or delegate must be provided within this form or attached) | |  | |

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| Suspect Details (including person, organisation or entity of interest) | | | | | |
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| Number of suspects |  | | | | |
| Unknown  Person, Organisation or terrorist entity or other entity (provide details below) | | | | | |
| You must provide details of the primary suspect, if known. | | | | | |
| Primary suspect | |  | | | |
| Family name | |  | Given names | |  |
| Date of birth | |  | | Nationality |  |
| Passport Number | |  | | Country |  |
| Photo included | | Yes  No | |  |  |
| Provide details of any warnings (access to weapons, history of violence, mental health, associates etc) | |  | | | |
| ! Is the subject a law enforcement officer, Commonwealth Public Official or an Official of a State or Territory? | | | | | Yes  No |
| If ‘yes’ provide details: | | | | | |
| Secondary suspect | |  | | | |
| Family name | |  | Given names | |  |
| Date of birth | |  | | Nationality |  |
| Passport Number | |  | | Country |  |
| Photo included | | Yes  No | |  |  |
| Provide details of any warnings  (access to weapons, history of violence, mental health, associates etc) | |  | | | |
| ! Is the subject a law enforcement officer, Commonwealth Public Official or an Official of a State or Territory? | | | | | Yes  No |
| If ‘yes’ provide details: | | | | | |
| Organisation, criminal, terrorist or other entity | |  | | | |
| Provide details regarding: prior convictions/history of related offences by suspect/s, whether the suspect/s is aware of your agency’s investigation/ allegation, | |  | | | |

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| **Background Information** |

Provide a brief synopsis of events that have occurred and any investigations conducted to date by the reporting agency, including details of any witnesses.

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| Is your agency taking any further action with respect to this investigation? | | Yes  No |
| Provide a summary of the alleged criminal conduct |  | |
| Detail any investigation conducted by the reporting agency. |  | |
| What actions are available to the reporting agency?  For example: Powers available under *Customs Act 1901*, *ASIC Act 2001* or other applicable Acts available for use by the reporting agency  For unauthorised disclosure matters, has or will an injunction or interim injunction be sought to restrain material from further publication (s.123.1 of the *Criminal Code Act 1995* (Cth)).  Are these actions being pursued? If not, why not. |  | |

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| **Supporting Documentation** |

Evidence gathered in relation to the allegation. Please attach copies of relevant documents.

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| Have you attached supporting documentation? | | Yes  No |
| If yes, list the documents and the relevant benefit to the investigation. |  | |
| List other sources of potential evidence.  If report relates to conduct of the reporting agency’s employee include details of evidence available or preserved. |  | |
| **Additional Information** | | |

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| Does your agency seek a joint investigation?  If ‘yes’, detail why and indicate your agency’s commitment in providing resources as required. | | Yes  No | | | |
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| Does your agency have a subject matter expert, resource/s available or able to make available to assist if required?  If ‘yes’, provide details and indicate your agency’s commitment in providing resources as required. | | | Yes  No | | |
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| Has your agency obtained any legal advice relating to your investigation subject of this request? | | | | | Yes  No |
| **Has this allegation been subject of media reporting?** | | | | | Yes  No |
| **Has this allegation been subject of political interest?** | | | | | Yes  No |
| UNLAWFUL RELEASE OF INFORMATION – only complete this section if your report relates to unlawful use of certain categories of information as defined by various Commonwealth laws. | | | | |  |
| Has the disclosed information been released pursuant to a Freedom of Information request? | | | | | Yes  No |
| Is this report also the subject of a Public Interest Disclosure complaint (internal or external)? | | | | | Yes  No |
| Were the documents brought in to existence in the course of, or for purpose of or incidental to, the transacting business of a House of Parliament or a parliamentary committee? | | | | | Yes  No |
| Have the documents been subsequently used in the course of, or for purpose of or incidental to, the transacting of the business of a House of Parliament or a Parliamentary committee? | | | | | Yes  No |
| Is there any contemporary or contextual evidence that the documents were retained or intended for use in the course of, or for purpose of or incidental to, the transacting of the business of a House of Parliament or committee? | | | | | Yes  No |
| Have relevant internal / external source documents been identified and attached? | | | | | Yes  No |
| Has an agency security advisor or high level committee endorsed this report? | | | | | Yes  No |
| If yes to any of the above please provide details in this form or as an attachment. | | | | | |
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| Does this report relate to alleged conduct of an employer of the reporting agency? If yes, complete the below questions. | | | | | Yes  No |
| Is the suspect aware of the allegations? | | | |  | Yes  No |
| What is the current status of the suspect (suspension, leave, pending departure, left agency)? | | |  | | |
| Are there any declared associations between the suspect and others such as known criminals, foreign governments, journalists etc? | | | | | Yes  No |
| If yes, provide details |  | | | | |
| Provide details of any other known or potential sensitives pertaining to this report not already provided. |  | | | | |

Proceeds of Crime

Provide information on any suspected Proceeds of Crime relating to the allegations in this report.

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| Has consultation occurred with the Criminal Assets Confiscation Taskforce? | Yes  No |
| If yes provide details – please include the name of the CACT/CAL officer |  |

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| Known and/or potential assets, accounts (etc) suspected to be held by the suspect/s, or relevant third parties. (include any information supporting effective ownership or control. |  |
| Details of any evidence linking assets to alleged offending. |  |
| Details of all debt recovery activity undertaken or planned by your agency. |  |

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| DECLARATION |

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| For additional information on the process and requirements for submission of a Report to the AFP refer to the [Report a Commonwealth Crime website](https://www.afp.gov.au/what-we-do/request-investigative-service/government-department-or-agency-report-allegation-criminal).  I declare that the information I have given in this document is true and correct to the best of my knowledge. I understand that it is an offence to knowingly give false or misleading information contrary to section 137.1 of the *Criminal Code 1995* (Cth), an offence punishable by a term of imprisonment of 12 months. I acknowledge the reporting Department/Agency will be responsible for facilitating the provision of all information and/or documents reasonably requested by the AFP from the reporting Department/Agency in a timely manner, for the duration of the investigation. I acknowledge, any asset/s successfully forfeited as a result of this referral to the CACT, will be deposited into the Confiscated Assets Account pursuant to Part 4-3 of the Proceeds of Crime Act 2002 (POCA). | | | |
| Signature\* |  | Date |  |
| Name |  | Rank/Title |  |

*\*taken to be signed if submitted electronically*