This form should be filled out by any person who reports a suspected reportable crime to the NSW Police. It should then be provided to your Parish Priest (or Administrator) or Agency Head and the Safeguarding Office.

If any additional documents come to hand after the form has been provided to your Parish Priest (or Administrator) or Agency Head and the Safeguarding Office, these should be sent to them separately.

A. Reporter’s details
   Name __________________________________________________________
   Position ______________________________________________________

B. Details of suspected reportable crime
   Date you became aware of the suspected reportable crime ________________
   Name of alleged victim* ___________________________________________
   Name of alleged offender ___________________________________________
   *Note: if the alleged victim has requested their details be kept confidential, you do not need to record them here.

C. Police details
   Name of Police Area Command: ____________________________________
   Contact person: _________________________________________________
   Event Number: _________________________________________________

Check off the documents attached to this form:

☐ Copy of report made to NSW Police
☐ Other correspondence with NSW Police

Signature ______________________________________________________
Date __________________________________________________________