



Accessing and reading check reports

In your portal Homepage, under the Recently Performed tab, click on the applicant's check in the Status column to review the check in detail:

You have 1 tasks to action.

Recently Performed | Shared Badge | Completed Online Form | More Information Required | Incomplete | Online Form Awaiting Completion

Search by reference num, given name or family name

Name	Submission Date	Status	Account	Action
Emily Upton MOI test (1361136) View Review	13/11/2018	NZ Ministry of Justice Criminal Check (NZ Ministry of Justice Criminal Check - Gold) (Processing)	Emily Upton	
katharine Aries (1361134) View Review	12/11/2018	Australian Driver Licence Check (QLD) (Manual Processing)	Katharine Aries	
Emily Credit Upton (1361029) View Review	08/11/2018	New Zealand Credit Check(Match Found)	Emily Upton	
katharine mary Aries (1361042) View Review	07/11/2018	Canada Police Check(Processing) China Police Check(Processing)	Katharine Aries	
katharine Mary Aries (1361041) View Review	07/11/2018	United Kingdom Police Check(Processing)	Katharine Aries	
Ranjith Shetty (1361040) View Review	07/11/2018	New Zealand Credit Check(Processing With Third Party)	Ranjith Shetty	
katharine Mary Aries (1361034) View Review	07/11/2018	Andorra Police Check(Manual Processing) Italy Police Check(Manual Processing)	Katharine Aries	
Emily MOI Driver Test (1361028) View Review	06/11/2018	NZ Ministry of Justice Criminal Check (NZ Ministry of Justice Criminal Check - Gold) (Processing) New Zealand Driver Licence(Manual Processing)	Emily Upton	
Emily UAT Test (1360838) View Review	02/11/2018	New Zealand Credit Check(Processing With Third Party)	Emily Upton	
Ranjith Shetty (1360928) View Review	01/11/2018	Italy Police Check(Awaiting Approval) NZ Ministry of Justice Criminal Check (NZ Ministry of Justice Criminal Check - Silver) (Employee Completed) International Bankruptcy Check (Italy) (Employee Completed) International Credit History Check (Italy) (Employee Completed)	Ranjith Shetty	View Edit

Showing 1 to 10 of 40 entries

Prev 1 2 3 4 Next

A pop-up window will appear and will display the candidate's basic details and the results for each of the completed checks:

View Result X

[Check Results](#) | [Timeline](#)

Basic Details

Reference Number	1361029
Given Name	Emily
Middle Name	Credit
Family Name	Upton
Date Of Birth	14/03/1983
Gender	Female
Email	emily.upton@equifax.com

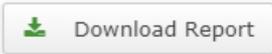
Result

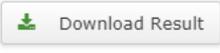
[Download Summary Report](#)

New Zealand Credit Check

Status	Match Found
Submission Date	08/11/2018
Result Date	08/11/2018
Report	Download Report
Result	Download Result

[Close](#)

If you would like to download the report, click  .

If the status is Match Found or has a finding with additional information to view, you will see an additional option to  . This will allow you to view any details or documentation found as part of the match result.

Summary Reports

Summary Reports provide a consolidated single report that contains a summary page with the result status for each of the requested checks under the single application. Following this header page is also the PDF result report for each of the checks.

To access this Summary report, click  at the top of the result section of the pop-up window.

The summary page will show a result summary table, with one of four possible outcome symbols:



Summary page

CANDIDATE SUMMARY REPORT



Candidate Name: test files

Role: Project Officer HIV Point of Care Testing

REFERENCE NUMBER: 1357569

REPORT DATE: 15/06/2018

Check Type	Check Result Details	Outcome	Completed On
Bankruptcy & National Personal Insolvency	No Match Found	✔	31/05/2018
Directorship	No Match Found	❓	31/05/2018
Entitlement To Work	Unlimited Right To Work	✔	31/05/2018
Employment Check	Verified	✔	31/05/2018
Albania Police Check	No Match Found	✔	31/05/2018
Australian Federal Police Check	Employee Completed	⏸	
Working With Children Check Verification	Verified	✔	31/05/2018
Foundation Assessment	Employee To Complete	⏸	
Short Psychological Risk Assessment	Employee To Complete	⏸	

✔ No Adverse Finding
 ⏸ In Progress
 ❓ Could not Confirm
 ❓ Review Required

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Individual reports pages



CHECK RESULTS

Entitlement To Work

CANDIDATE: katharine Aries
 REFERENCE NUMBER: 1357706
 COMPLETED ON: 26/06/2018

By accepting this File you acknowledge:

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- that every business decision, to some degree or another, represents an assumption of risk and that Mercury Group of Companies in providing information does not and cannot underwrite your risk in any manner whatsoever

Given Name	katharine
Middle Name	
Family Name	Aries
Birth Date	08/01/1989
Gender	Female
Result	Unlimited Right To Work
Submission Date	26/06/2018
Result Date	26/06/2018

Investigation

Department of Immigration and Border Protection report: In regards to the Entitlement To Work check submitted, that there are Unlimited Right To Work recorded against the name of katharine Aries born on 08/01/1989, in the records of the Visa Entitlement Verification Online (VEVO) system as at 26/06/2018.

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NATIONAL POLICE CERTIFICATE

AFP Ref: 21404862248
 Client Ref: 171339
 20 April 2017

Mercury Group of companies (Fit2Work)
 MERCURY GROUP OF COMPANIES
 TA/ FIT2WORK
 119 CECIL STREET
 SOUTH MELBOURNE VIC 3205

Australian Federal Police
 Criminal Records
 GPO BOX 401
 Canberra ACT 2601
 Ph: 02 6131 5988
 Adu 17 964 911 143

Standard Disclosure All recorded unspent offences released Name Check Only

This is to certify that there are **no disclosable court outcomes** recorded against the name of:

[REDACTED] born on 17 October 1982

in the records of the Australian Federal Police and the Police in all Australian States and Territories as at 20 April 2017.

The document is not issued as a form of identification.

Authorised by:


 For and on behalf of
 Co-ordinator
 Criminal Records

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