

## NSW Police Force Criminal Records Section

### Information Sheet No. 1

### Applying for a National Criminal History Record Check

**Criminal Records Section**  
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**Criminal Records Section**

NSW Police Force provides an opportunity for NSW residents aged 16 years and above to apply for a National Criminal History Record Check (NCHRC) for visa, adoption, paid employment, some occupational licensing purposes and for volunteers working in Commonwealth supported aged-care facilities.

NSW Police Force does not provide NCHRC for child related employment, security industry licensing, firearms licensing, Australian permanent residency purposes or for insurance claims. Individuals seeking criminal record checks for child related employment purposes should refer to the NSW Commission for Children and Young People website [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au). Non NSW residents must apply in the state they reside.

Individuals requiring a criminal record check whilst travelling or living abroad, must apply via the Australian Federal Police (AFP). Details on applying for a criminal record check via the AFP is available at [www.afp.gov.au](http://www.afp.gov.au)

Individuals requiring a National Criminal History Record Check must:

- complete the appropriate application form available at [www.police.nsw.gov.au](http://www.police.nsw.gov.au)
- present the completed application form and proof of identity to a NSW Police station or NSW Police Force Registered Organisation
- pay the appropriate fee

#### **Completing NCHRC application forms**

Individuals should use Form P799 *Application for National Criminal History Record Check* (Standard disclosure) unless requiring a check for a category of employment or purpose exempt from the *NSW Criminal Record Act 1991*. Such applications should be made using Form P800 *Application for National Criminal History Record Check* (Full disclosure).

Details on occupations or purposes exempt from the *NSW Criminal Records Act 1991* are contained on page two of the application form.

NCHRC application forms are available at the CRS intranet site or the NSW Police Force website [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

Applicants must ensure that the relevant application form is completed in black or blue ink using BLOCK LETTERS with one character per space. A space should also be left between each word.

### **Completing Section A**

Applicants **must** provide:

- a day time telephone contact number
- their full name (including middle name), date of birth, town or city of birth and gender
- details of their current and previous residential address
- all previous names or aliases by which they are or have formerly been known, including their maiden name. Applicants must inform police if they have more than three (3) alias names when submitting the form. Additional previous and alias names must be provided by using Form P826 *Additional information for NCHRC purposes* available at [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

Applicants must also list three (3) types of acceptable identification from the selection listed below. Identification must:

- be current, original documents
- include at least one type of photographic ID and identification that contains a signature and date of birth

Applicants must record in the space provided, the identification type (eg Medicare card) and identification number (if applicable).

Acceptable types of identification are:

- Current drivers licence
- Birth Certificate
- Citizenship Certificate
- Certificate of Marriage or Change of Name
- Government issued identity card
- Private health care fund card
- Medicare card
- Senior Citizens / Govt. concession card
- Rates notice
- Utility account (eg electricity, gas, telephone)
- Government issued proof of age card
- Current student identity card
- Union/Professional membership card
- Licence issued by a Government authority
- Employee identity card with photograph

### **Completing Section B**

Applicants must select:

- the *name and date of birth* check box for general employment, visa or licensing purposes

or

- the *name, date of birth and fingerprint* check box if required for visa or adoption purposes **AND** the overseas country or adoption organisation has requested a fingerprint check.

Applicants must also indicate whether the check is for employment, licensing, visa or adoption purposes and provide specific details of the purpose of the check. For example checks for employment purposes must include the type of occupation (eg cleaner or electrician); licensing checks must nominate the type of licence (eg boat licence); visa applications must include the country for which the visa is required (eg Canada).

### **Completing Section C**

Applicants must read and sign the consent section of the application form and specify the full name and address of the individual or organisation to which the National Police Certificate is to be released. Applicants should refer to the terms of the consent contained on page two of the

application form (Instructions for Applicants).

The National Police Certificate will only be released to the person or organisation nominated in the consent at the address specified. No duplicates or copies will be released by the NSW Police Force for any purpose.

### **Submitting NCHRC application forms**

Applicants must contact the NSW Police station nearest their place of residence to organise a suitable time and location to submit the completed application form. Applicants must inform police prior to attending the police station if a *name, date of birth and fingerprint* check is required for visa or adoption purposes so that an officer may be assigned to take fingerprints.

Applications being submitted via NSW Police Force Registered Organisations should discuss application processes with authorised representatives of the organisation.

When submitting completed application forms individuals must:

- present the completed application form **in person**
- present the three (3) acceptable types of identification listed on the application form (original documents only)
- pay the appropriate fee
- submit fingerprints if required for visa or adoption purposes

Upon payment of the fee, NSW Police Force personnel will confirm the applicant's identity, issue a receipt and forward the application form (and if relevant a copy of the applicant's fingerprints) to the Criminal Records Section (CRS).

### **NCHRC fees**

National Criminal History Record Checking fees at March 1, 2006 are:

- *Name and date of birth* check: \$52
- *Name, date of birth and fingerprint* check: \$175

### **Results of checks**

Results of the National Criminal History Record Check are presented in the form of a National Police Certificate. Only one certificate will be released to the person or organisation nominated in the consent section of each application form.

This certificate is based upon a check of the National Names Index (NNI) using the name, date of birth (and if applicable) fingerprints supplied by the applicant. Given that fingerprints are not taken by police services in Australia in all instances, it is possible that the NNI may contain information recorded against this person under another name or alias.

The certificate (issued in response to an application made on Form P799 -Standard disclosure or Form P800 -Full disclosure) must be read in the following context:

1. It will not contain any convictions of the applicant which are recorded under another name or alias, unless the applicant has disclosed same in the application or has therein submitted to a fingerprint comparison search.
2. It will not contain convictions that have yet to be recorded upon NNI, due to the unavoidable time lapse between the conviction by a court and the updating of the NNI.
3. Some offences are prosecuted by non-police organisations and consequently details of those convictions may not have been submitted to the NNI.

4. It will not contain any convictions of the applicant which, under a State or Commonwealth law, cannot be disclosed because they are deemed "spent convictions". (A Certificate sought in respect of convictions which under a State or Commonwealth law are not deemed to be "spent convictions" (that is, in respect of certain categories of employment or occupations) can only be obtained by submitting Form P800 -Full disclosure. Submission of Form P800 can only take place upon written approval of the Manager, Criminal Records Section.

Applicants should allow a minimum of ten (10) business days for *name and date of birth* checks and fifteen (15) business days for *name, date of birth and fingerprint* checks to be processed by the Criminal Records Section.

### **Security of information**

NSW Police Force will only release the National Police Certificate directly to the person or organisation nominated by the applicant ("the Recipient") on the following conditions:

1. The information contained therein must only be used by the Recipient for or in compliance of a lawful purpose and must not to be disclosed to any other agency, entity or person without prior written consent of the applicant.
2. The Recipient must take all responsible steps to prevent unlawful or the unauthorised use or disclosure of the information provided.
3. The NSW Police Force will not be held liable for any unlawful or unauthorised use or disclosure of the information provided therein.

### **Disputing information on a National Police Certificate**

Employers and organisations receiving a National Police Certificate should discuss the content of the Certificate with the applicant to enable them an opportunity to verify or dispute the record.

Applicants who dispute information recorded on the National Police Certificate should complete Form P827 *Disputing criminal record information* and forward the completed form to the NSW Police Force, Criminal Records Section, Information Management Team, Locked Bag 5102, Parramatta, NSW, 2124.

Requests should specify the offences or information in dispute, provide supporting information to assist the assessment and be prepared to provide comparison fingerprints. No fee will be charged for taking the comparison fingerprints. Fingerprints will be destroyed by the Criminal Records Section upon resolution of the dispute.

### **Further information**

Further information on National Criminal History Record Checking, is available at [www.police.nsw.gov.au](http://www.police.nsw.gov.au) or through the NSW Police Force Criminal Records Section on (02) 88357888.