

**NSW Police  
Criminal Records Section**

**Information Sheet No. 5**

**NSW Police  
Registered Organisation  
Guidelines**

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

NSW Police provides an opportunity for NSW residents aged 16 years and above to apply for a National Criminal History Record Check (NCHRC) for non child-related employment, visa, adoption and some occupation related licensing purposes. This service is offered through NSW Police Local Area Commands and NSW Police Registered Organisations subject to the applicant providing written consent and upon payment of a fee.

To become a NSW Police Registered Organisation, applicants must:

1. Be a NSW registered organisation or a national organisation with its head office located in NSW
2. Process a minimum of 150 checks p.a.
3. Demonstrate that checks are required to comply with legislation or to provide a benefit to the community
4. Complete Form P828 *NSW Police Registered Organisation Application* available at the NSW Police website [www.police.nsw.gov.au](http://www.police.nsw.gov.au)
5. Agree to the terms and conditions of registration outlined in Form P828
6. Complete the NSW Police Accounts receivable Application for Credit/Customer Creation Form available at the NSW Police website [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

Organisations who meet the above criteria should forward Form P828 *NSW Police Registered Organisation Application* and *NSW Police Accounts Receivable Application for Credit/Customer Creation Form* to the Manager, NSW Police, Criminal Records Section, Locked Bag 5102, Parramatta NSW 2124. NSW Police reserves the right to refuse registration to an organisation it deems unsuitable. Organisations should allow a minimum of four weeks for applications to be assessed.

**Current Fees**

NCHRC application fees at March 1, 2006 are:

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

Registered Organisations will be invoiced on a monthly basis for all applications forwarded to the Criminal Records Section.

Note: Fingerprint checks cannot be submitted by NSW Police Registered Organisations without the written consent of the Manager, NSW Police, Criminal Records Section.

## Processing NCHRC application forms

Individuals who apply via a NSW Police Registered Organisation must complete Form P799 *Application for National Criminal History Record Check* (Standard disclosure) unless applying for a category of employment or purpose exempt from the *NSW Criminal Record Act 1991*.

Applications where the category of employment or purpose is exempt from the *NSW Criminal Record Act 1991* must be submitted using Form P800 *Application for National Criminal History Record Check* (Full disclosure). Registered Organisations seeking to submit applications using Form P800 must obtain written approval from the Manager, NSW Police, Criminal Records Section.

When submitting completed NCHRC application forms, authorised Registered Organisation personnel must ensure that the applicant has completed the relevant application form as outlined below. Applications must be presented **in person** by the applicant and completed in black or blue ink using BLOCK LETTERS with one character per space and a space between each word. Incomplete or unreadable forms will not be processed.

### 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. If applicants inform Registered Organisation personnel they have more than three (3) alias names, authorised personnel must ensure that applicants complete Form P826 *Additional names for NCHRC purposes* available at [www.police.nsw.gov.au](http://www.police.nsw.gov.au)

Applicants must list three (3) types of acceptable identification from the list below. Identification must be original documents, not be expired, should 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 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

### 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 the Registered Organisation has written approval to conduct fingerprint based checks.

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, 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).

### **Section C**

The consent section of the application form **must** be signed and specify the full name and address of the individual or organisation to which the results will be released. Results will only be released to the individual or organisation stated in the consent section. Incomplete or unsigned consent sections will not be processed.

### **Completing the "Official Use Only" section**

Only authorised Registered Organisation personnel may complete the "Official use only" section.

Authorised personnel must complete points 1-7 by:

1. verifying the sighting of the three (3) acceptable types of identity listed in the application form (original documents must be sighted)
2. ensuring the applicant has fully completed the appropriate NCHRC application form
3. recording the date the application was processed
4. recording the Registered Organisation number issued by the NSW Police
5. selecting the "Commercial" Fee category box
6. recording the name of the Registered Organisation
7. recording the authorised personnel number issued by the NSW Police

Registered Organisation personnel must fax page one of the application form to the Criminal Records Section on (02) 92654977.

Note: Registered Organisations must contact the Criminal Records Section on (02) 88357888 prior to faxing application forms if an applicant has more than three (3) alias names and also completed Form P826.

Registered Organisations approved to process *name, date of birth and fingerprint* checks must submit forms in accordance with procedures developed at time of registration.

### **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.

Registered Organisations 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. Certificates will be forwarded to Registered Organisations via Australia Post. NSW Police will not be held responsible for delays caused through mailing process.

### **Security of information**

NSW Police 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 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 to the NSW Police, 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 which will be destroyed by the Criminal Records Section upon resolution of the dispute.

### **Further Details**

Further details on National Criminal History Record Checking may be obtained from the NSW Police website [www.police.nsw.gov.au](http://www.police.nsw.gov.au) or the Criminal Records Section (02) 88357888.