
This information should be read in conjunction with Information Sheet Number 1 - National Police Checking.

The NSW Police Force provides an opportunity for NSW residents aged 14 years and above to apply for a National Police Check for visa, adoption, employment (including authorisation as an authorised carer), approval as a household member of an authorised carer, some occupational licensing purposes, student placements and for volunteers working in Commonwealth supported aged-care facilities.

Individuals requiring a criminal record check for Australian citizenship, residency, spouse visa, guardianship of a child from another country, working visa or 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. Non NSW residents must apply in the state they usually reside.

Individuals requiring a National Police Check must:
- complete an online application form available at www.police.nsw.gov.au,
- present the confirmation page and proof of identity to a NSW Police station and
- pay the appropriate fee either online at the time of application by credit card or at a police station.

Completing the Application online
Individuals must apply online at www.police.nsw.gov.au. If internet access is not available, a paper application using Form P799 may be used. Application forms are available by contacting the Criminal Records Section.
Applicants must read the Welcome page and click Next to continue.

National Police Checks
This service allows NSW residents aged 14 years and above to apply online for:
- Visa to travel overseas
- Adoption
- Employment (including authorisation as an authorised carer)
- Approval as a household member of an authorised carer
- Some occupational licensing purposes
- Student placements
- Volunteers working in Commonwealth supported aged-care facilities.

Payments: can be made online via credit card at the time of lodging your application or at a police station.

Once the form is complete:
- write down the Document ID number
- present in person with identification as recorded on your application at your nearest NSW Police Station.

All applicants need to attend a Police Station to have your identification verified.

Processing times commence after your application is verified.
- Name and Date of Birth - Minimum of ten (10) business days - cost $98.60
- Name, Date of Birth and Fingerprint - Minimum of fifteen (15) business days - cost $197.20

Individuals who require Working with Children Checks should contact:

Checks for: Australian citizenship, residency, spouse visa, guardianship of a child from another country, working visa or whilst travelling or living abroad should contact the Australian Federal Police (AFP): www.afp.gov.au

If you have any queries contact Criminal Records on 02 8035 7668 option 4 between 7.00am and 4.30pm, Monday to Friday except public holidays or by email to scr@police.nsw.gov.au

To apply for a National Police Certificate, complete the online application form by clicking the Next button below.
Completing Personal Details

Applicants will be presented with a Personal Details Page.

Applicants must provide:

- Gender from the drop down list,
- FAMILY name and GIVEN names in the fields provided,
- A day-time telephone contact number,
- Date of birth, Place of birth (country), state (if born in Australia) and town (if state is provided),
- Details of all previous names or aliases used, including maiden name, and
- Applicants may also provide an optional email address.

Once this information has been entered click Next to continue.
Completing Address Details

Applicants will be presented with an Address Page.

Applicants **must** provide:

Their full address including street number, street name, suburb, state and post code. Details of all previous addresses may also be provided in the field provided.

Once this information has been entered click **Next** to continue.
Completing Proof of ID

Applicants will be presented with a Proof of ID Page.

Applicants must provide three (3) types of identification from the drop down list provided. Identification must be current, original documents, include at least one type of photographic ID and one type must contain a signature and date of birth. Applicants must select the identification type (eg Medicare card) and provide the full identification number in the field provided (if applicable).

Applicants must select:

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

- 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, or

- National name and date of birth check for volunteers working in Commonwealth supported aged- care: $15

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).

Checks for volunteers working in Commonwealth supported aged-care will have “aged-care volunteer use only” printed on the certificate. Therefore, the certificate is not suitable for any other purpose. This type of check should only be used for volunteers in Commonwealth funded aged-care facilities. Other types of facilities must select “Employment” and state the details of the check.

Once this information has been entered click Next to continue.

**Completing Consent**

Applicants will be presented with a Consent Page.

Applicants must read and accept the consent in the application form by placing a tick in the box provided. Applicants must also specify the full name and address of the individual or organisation to which the National Police Certificate is to be released (if to a person other than the applicant).

Once this information has been confirmed or a different person/mailing address is entered, click Next to continue.
Printed Confirmation

Applicants will be presented with a Confirmation Page.

Please check the information before proceeding. You can submit the application and make payment at a police station or click back to make a payment using a credit card.

Full Name: John Citizen
Date of Birth: 1/01/1980
Address: 1 Charles st, Parramatta, NSW, 2150
Contact Number: 028837888
Previous Name: John Citizen
Consent Address: 1 Charles st, Parramatta, NSW, 2150

Deliver’s Licence: 123456789
Alternate ID: Medicare card: 123456789
Alternate ID: Passport: 1234564
Type of Check: $58.60 - name and date of birth check
Purpose of Check: Employment/Student Placement
Specifying details: Cleaner

Make Payment
Submit Application

Applicants must check and confirm the data entered in the previous pages. To make changes on a previous page, select the appropriate page name at the top and re-enter data, if required.

Once this information has been checked, click Make Payment to pay by credit card. To make a payment in person at a police station, click Submit Application.

To pay by credit card, click Make Payment.

Enter credit card details into the secure form and click next to continue. A Confirm Payment Details screen will appear. Check payment details and then click CONFIRM PAYMENT to continue and finalise application.

When payment has been accepted, applicants will be presented with a Confirmation Page. Applicants should print the confirmation page which appears and submit the printed
Documents at their local police station along with the proof of identity documents used. Alternatively, if no printer is available, the Document ID number provided on the confirmation screen MUST be provided when attending the Police Station.

If **Submit Application** is selected without making a credit card payment, applicants will be presented with a confirmation page containing a Document ID number.

For assistance completing the application or for further information on the National Police Checking Service, visit [www.police.nsw.gov.au](http://www.police.nsw.gov.au) or contact the NSW Police Force Criminal Records Section by telephone (02) 8835 7888, fax (02) 8835 7193 or email crs@police.nsw.gov.au.