



**NSW Police Force
Criminal Records Section**

Information Sheet No. 2

**How to apply for a
National Police Check**

**Criminal Records Section
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crs@police.nsw.gov.au

This Information Sheet provides a step-by-step guide to applying for a National Police Certificate online at www.police.nsw.gov.au.

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 \$58.60

Name, Date of Birth and Fingerprint - Minimum of fifteen (15) business days - cost \$197.20

Individuals who require Working with Children Checks should contact:

<http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

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 8835 7888 option 4 between 7.00am and 4.30pm, Monday to Friday except public holidays or by email to crs@police.nsw.gov.au

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

Next

Completing Personal Details

Applicants will be presented with a Personal Details Page.

NSW National Police Checks Online NSW Police Force

Personal Details Address Proof of ID Consent Payment Confirmation **New application**

(* indicates required fields)

* Gender (required):

* Family Name (required):

* Confirm Family Name (required):

* Given Names (required):

* Confirm Given Names (required):

* Contact Telephone (required):

* Date of Birth (required) :

* Confirm Date of Birth (required) :

* Place of Birth - Country (required):

* Place of Birth - State (required):

* Place of Birth - Town/City (required):

Email address:

Please enter all previous names you've had (if applicable).

Previous Family Name:

Previous Given Names:

Add

Back Next **Click Next to Continue**

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.

NSW National Police Checks Online NSW Police Force

Personal Details > **Address** > Proof of ID > Consent > Payment > Confirmation New application

Current Residential Address

Individuals must be a NSW resident to apply.

(* indicates required fields)

* Unit/Street Number (required):

* Street Name (required):

* Suburb (required):

* Postcode (required):

* State (required):

Previous Residential Address

Please enter all previous address you've lived in (Australia only)

Unit/Street Number:

Street Name:

Suburb:

Country:

State:

Postcode:

Click Next to Continue →

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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.

NSW National Police Checks Online NSW Police Force

Personal Details Address **Proof of ID** Consent Payment Confirmation **New application**

Step 1: Provide Proof of Identify

Only three forms of identification required

If you dont have an Australian driver license, please leave the license field below blank.

Identification Type 1 (Australia Driver's License Number)

Issuing State

Identification Type 2:

ID Number Type 2:

Identification Type 3:

ID Number Type 3:

Identification Type 4:

ID Number Type 4:

Step 2: Select Type of Check

\$58.60 - name and date of birth check

\$197.20 - name date of birth and fingerprint check

\$15.00 - name and date of birth check - volunteer - for use of Commonwealth funded care services only

Step 3: Select Purpose of Check

* Purpose of Check (required)

* Specify details (required)

(Eg. Type of employment - Cleaner, Aged Care, Student Placement, Licence or Visa issuing country)

Click Next to Continue

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).

NSW National Police Checks Online NSW Police Force

Personal Details > Address > Proof of ID > **Consent** > Payment > Confirmation New application

Consent

I acknowledge and agree:

(a) that the NSW Police Force relies on other State and Commonwealth jurisdictions (Other Agencies) to provide information to it (Other Agency Information) in order to produce a National Police Certificate.

(b) to release the NSW Police Force from any liability arising from any errors or omissions contained in that Other Agency Information; and

(c) to indemnify the NSW Police Force for any loss suffered or expense incurred by it arising out of errors or omissions contained in that Other Agency Information.

Name and address of person to whom National Police Certificate is to be sent.

My Residential Address Other Address

(*) indicates required fields

* Name (required):

* Unit/Street No. & Name (required):

* Suburb (required):

* Postcode (required):

* State (required):

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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.

NSW National Police Checks Online		NSW Police Force				
Personal Details	Address	Proof of ID	Consent	Payment	Confirmation	New application
Confirmation & Payment						
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	Driver's Licence	1234AB: NSW			
Date of Birth	1/01/1980	Alternate ID:	Medicare card: 123456789			
Address	1 Charles st, Parramatta, NSW, 2150	Alternate ID:	Passport: 1234564			
Contact Number	0288357888	Alternate ID:	:			
Previous Name		Type of Check	\$58.60 - name and date of birth check			
Consent Name	John Citizen	Purpose of Check	Employment/Student Placement			
Consent Address	1 Charles st, Parramatta, NSW, 2150	Specify details	Cleaner			
Back to 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.

Confirm Payment Details

Confirm that the following details are correct:

Document ID:	879780
Cardholder Name:	Mr John Citizen
Card Number:	413332...604 CREDIT
Expiry Date:	02/18
Total Amount:	AUD \$58.60 Sale

Customer Details

police_notes: 879780 John Citizen

Security Check

57442
[Download audio file](#)

Enter the verification code from the image or audio file above:

Unclear? [Generate a new verification code](#)

Back Confirm Payment

Westpac

Click Confirm Payment to 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

document 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.

NSW National Police Checks Online NSW Police Force

Personal Details Address Proof of ID Consent Payment Confirmation DONE

Document ID: 1214719

PAYMENT REQUIRED Criminal Record Check Request Submitted!

YOUR APPLICATION WILL NOT BE PROCESSED UNTIL YOUR IDENTITY IS VERIFIED AT A NSW POLICE STATION. PLEASE MAKE PAYMENT OF \$57.20 AT A NSW POLICE STATION.

PLEASE PRINT THIS PAGE OR TAKE NOTE OF THE DOCUMENT ID NUMBER.
THIS MUST BE DONE IN THE NEXT 30 DAYS BY THE 01/08/2018.

Full Name	John Citizen	Driver's Licence	1234ab: NSW
Date of Birth	1/01/1980	Alternate ID:	Medicare card: 123456789
Address	1 Charles, Parramatta, NSW, 2150	Alternate ID:	Passport: 1324564
Contact Number	0288357027	Alternate ID:	:
Consent Name	John Citizen	Type of Check	\$58.60 - name and date of birth check
Consent Address	Charles, Parramatta, NSW, 2150	Purpose of Check	Employment/Student Placement
		ify details	Cleaner

You must print this page

Print Close

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Applicants should print the confirmation page which appears and submit the printed document at their local police station along with the proof of identity documents used and payment of the appropriate fee. Alternatively, if no printer is available, the Document ID number provided on the confirmation screen MUST be provided when attending the Police Station.

If fingerprints are required, applicants must contact their local police station prior to attending to ensure that an officer may be assigned to take fingerprints.

Further information and assistance.

For assistance completing the application or for further information on the National Police Checking Service, visit 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.