



**NSW Police Force
Criminal Records Section**

Information Sheet No. 5

**Applying to become a NSW
Police Force Registered
Organisation**

Criminal Records Section

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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.

This service is offered through NSWPF Local Area Commands and NSWPF Registered Organisations, subject to the applicant providing consent and upon payment of a fee.

To become an approved Registered Organisation, applicants must:

1. Represent a NSW registered organisation or a national organisation with its head office located in NSW and hold an ABN,
2. Process a minimum of 50 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 Force Registered Organisation Application* available at the NSW Police website www.police.nsw.gov.au,
5. Agree to the terms and conditions of registration outlined in Form P828,
6. Complete the NSW Police Force Accounts receivable Application for Credit/Customer Creation Form available at the NSW Police website 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, Criminal Records Section, Locked Bag 5102, Parramatta NSW 2124. NSWPF 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

NPCS application fees are:

- *Name and date of birth check:* \$57.20
- *Name, date of birth and fingerprint check:* \$192.60

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

Note: Fingerprint checks cannot be submitted without the written consent of the Manager, Criminal Records Section.

NPC Application process (NPCS P799/P800 application forms)

Applicants who apply via a NSW Police Registered Organisation must complete P799/P800 *Application Form*. Applications cannot be made online.

The NSW Police Force does not provide Working With Children Checks to Registered Organisations. Individuals seeking a Working With Children Check Clearance should refer to the [Office of the Children's Guardian](#) website

However, some employers of persons in child-related work may also require a National Police Check to assess the suitability of a person for employment in a particular position. Some workers may therefore separately apply to the Office of the Children's Guardian for a Working With Children Check and to a NSW Police Force Registered Organisations for a National Police Check.

The application form must be presented **in person** by the applicant to the Registered Organisation and completed in black or blue ink using BLOCK LETTERS with one character per space and a space between each word. The nominated 'Authorised Person' for the Registered Organisation is responsible for ensuring the application form is completed correctly and that the applicant provides appropriate identification as set out below.

Section A

Applicants must provide:

- a daytime 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 an applicant informs the Authorised Person they have more than three (3) alias names, the authorised person must contact the Criminal Records Section for advice on submitting such checks.

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
- Medicare Card/Private health care fund 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 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 indicate the specific purpose of the check. For example checks for employment purposes must include the type of occupation (eg cleaner, electrician). The registered organisation should ensure the purpose of the application is stated and clear.

Section C

The consent section of the application form **must** be signed and specify the full name and address of the applicant or organisation to which the NPC result will be released. The result will only be released to the applicant or organisation stated in the consent section of the application form.

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) and placing a tick in the ID confirmed box,
2. checking that the applicant has fully completed the application form,
3. recording the date the application was received,
4. recording the Registered Organisation number issued by the NSW Police Force,
5. selecting the “Commercial” Fee category box,
6. recording the name of the Registered Organisation

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

Processing NPC applications electronically

Registered Organisations are required to submit checks electronically. An NPC Input Application has been designed to assist with the submission of checks. Applicant data is entered electronically and exported to a text file which is then sent to the NSW Police Force for processing.

Whilst the file required can be generated by any process as long as it conforms to the correct specification, the Input Application is designed to facilitate data entry and validation if no other method is available / preferable. Registered Organisations will receive an Information Sheet in the acceptance package which outlines the process of submission.

Results of checks

Results of checks are returned electronically to the Registered Organisation with the exception of “disclosable court outcomes” which are mailed to the Registered Organisation in the form of a National Police Certificate.

The result 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 result 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, Territory or Commonwealth law, cannot be disclosed because they are deemed “spent convictions”.

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 with disclosable court outcomes will be forwarded to Registered Organisations via mail. NSW Police will not be held responsible for delays caused through mailing process.

Security of information

NSW Police will only release the result directly to the person or organisation nominated by the applicant on the application form (“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 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 result 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 Force, Criminal Records Section, Information Management Team, Locked Bag 5102, Parramatta, NSW, 2124. To obtain a copy of the P827 form visit www.police.nsw.gov.au or contact the Criminal Records Section.

Applicants 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 the National Police Checking Service may be obtained from the NSW Police Force website www.police.nsw.gov.au or telephone (02) 8835 7888, fax 02 8835 7193 or email crs@police.nsw.gov.au.