

# TIPS FOR SCANNING AND UPLOADING DOCUMENTS WITH YOUR NSW POLICE FORCE ON-LINE APPLICATION.

There are a number of mandatory documents required with your on-line Police application.

Your documents (see list of below) must be photocopied and certified as true copies by a Justice of the Peace:

- Full Birth certificate.
- Australian citizenship/permanent residency (for applicants born overseas)
- Certified Driving Record (*only if you currently or have previously held a drivers licence outside NSW*)
- Special category Visa (*NZ applicants only*)
- Overseas Criminal Clearance Certificate - If you have lived overseas for longer than 12 months over the age of 16 you must provide an overseas criminal clearance certificate
- Change of name information (*if applicable*)

Certified photocopies of the above documents **must** be scanned and uploaded with your on-line application. The functionality to upload documents is towards the end of the on-line application.

You can also upload additional information or supporting documents as a direct result of questions asked during the on-line application.

If you want to provide further documents, these can be scanned and added (uploaded) before you actually **SUBMIT** the on-line application.

You can **SAVE** and **EXIT** the on-line application at any time to prepare, scan and save further attachments as needed.

Please remember it is **NOT** mandatory to provide the three (3) certificates (keyboard skills, first aid and aquatic rescue sequence) with this on-line application – it is optional.

## TIPS FOR SCANNING DOCUMENTS

1. Scan each of the relevant documents as separate files. Do not scan everything together as one (1) file.
2. The file format for each scanned document must be saved as a PDF file (not JPEG, MPEG, TIFF etc)
3. Give each file a unique file name. For example:
  - a. Birth Certificate should be saved as ***Birth Certificate for John Smith***
  - b. Certified Driving History – ***Driving history for John Smith***
4. Save each file to your computer hard drive, external hard drive or removable drive.

## TIPS FOR ATTACHING AND UPLOADING FILES

You can attach files on the “Supporting Documents” page of your on-line application.

To attach a file on the “Supporting Documents page”, select the ‘Browse’ button located to the right of the field.

### \* Attachments

Please attach any files required for this application.

Select the file to attach

Comments about the file

The files ticked (below) will be submitted with this job application. This section displays basic information regarding the files attached to your candidate record. Please do not delete any "Relevant Files" until you know the outcome of your job application/s.

| Relevant Files         | File Name | Date | Comments | Actions |
|------------------------|-----------|------|----------|---------|
| No files are attached. |           |      |          |         |

1. Locate the file you wish to attach. Once you have selected the file, click the ‘**Attach**’ button. You can also add a comment about the file in the field underneath.
2. Please ensure you have provided a unique name to each attachment (see tips for scanning) which identifies the content, e.g ***Declaration & Consent Form for John Smith, Birth Certificate for John Smith*** etc.
3. You cannot attach a file that exceeds the allocated limit of 10240 kilobytes.
4. You can attach a maximum of 10 files up to 150 kilobytes each.

Failure to attach / upload all **mandatory documents** with your application will result in your application being rejected.

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For Technical assistance please contact: JOBSNSW 1800 562 679

For Professional Suitability Assessment enquires please contact NSW Police Recruitment  
1800 222 122