

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
- Two page Declaration & Consent Form
- Proof of Citizenship (for applicants born in Australia AFTER 20 August 1986)
- Proof of Australian citizenship/permanent residency (for applicants born overseas)
- Colour Certified copy of your Driver's Licence
- Certified Driving Record (for applicants who hold/have previously held an Interstate Driver's Licence)
- Proof of Residential Address (1 document for each address lived at covering the past 5 years)
- 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
- Proof of Change of Name (*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 where you need to provide further information in answer to a question(s) asked in 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.

DO NOT PROVIDE ALL OF YOUR DOCUMENTS AS ONE ATTACHMENT – they must be uploaded as individual PDF documents (or in jpeg format for photographs).

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

Browse...

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 may result in your application being rejected.

For Technical assistance please contact: JOBSNSW 1800 562 679

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