



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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This Information Sheet provides a step-by-step guide to applying for a National Police Certificate online at [www.police.nsw.gov.au](http://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](http://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](http://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](http://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.

If applying using Form P799, applicants must ensure that the form is completed in black or blue ink using BLOCK LETTERS with one character per space. A space should also be left between each word.

***Applicants must read the Welcome page and click Next to continue.***

## **Welcome to the Criminal Records Section Online Applications for National Police Checking**

This service allows NSW residents aged 14 years and above to apply online for a National Police Certificate 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.

The NSW Police Force does not provide Working With Children Checks. Individuals seeking a Working With Children Check Clearance should refer to the Office of the Children's Guardian website <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

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 the NSW Police Force for a National Police Check.

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](http://www.afp.gov.au)

To apply for a National Police Certificate, please complete the application form online. You must complete all mandatory fields marked with an \* on the form. **Once the form is complete, print and present in person with identification and payment at your nearest NSW Police Station within 30 days.**

Payment can now be made online using a credit card just follow the prompts. However, you will still need to attend a Police Station to have your three forms of identification verified. Please allow 30 minutes for your application to be received before attending a Police Station.

For further information on the National Police Checking Service, please contact the Criminal Records Section by telephone 02 8835 7888 between 7.00am and 7.00pm, Monday to Friday, or by email to [crs@police.nsw.gov.au](mailto:crs@police.nsw.gov.au)

You have 60mins to fill out this online form before it times out.

### ***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 New application for criminal record check

\* Gender:

\* Family Name:

\* Given Name:

\* Contact Telephone:

Please enter all previous names you've had.

Previous Family Name:

Previous Given Names:

\* Date of Birth (dd/mm/yyyy):

\* Place of Birth (country):

\* Place of Birth (state):

\* Place of Birth (town/city):

Email address:

Click Next to Continue

Privacy Policy

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.



Current Residential Address

\* Street No:   
\* Street Name:   
\* Suburb:   
\* Postcode:   
  
\* State:

Previous Residential Address

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

Street No:   
Street Name:   
Suburb:   
Country:   
State:   
Postcode:

**Click Next to Continue**

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).

Personal Details Address Proof of ID **Consent** Payment

New application for criminal record check

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 release and indemnify those Other Agencies from any actions and demands that I may have available against them arising out of the release by them to NSW Police Force of Other Agency Information.

The above acknowledgement does not alter any rights I may have under legislation.

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

My Residential Address  Other Address

\* Name: Example Example

\* Street No and Name: 123 High street

\* Suburb: Yourtown

\* Postcode: 2000

\* State: NSW

Back Next

Click Next to Continue

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

## Printed Confirmation

Applicants will be presented with a Confirmation Page.

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.

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.

Criminal Record Check Request Submitted! Document ID:369029  
**PAYMENT REQUIRED**

**YOUR APPLICATION WILL NOT BE PROCESSED UNTIL YOUR IDENTITY IS VERIFIED AT A NSW POLICE STATION. PLEASE MAKE PAYMENT OF \$52.00 AT A NSW POLICE STATION.**

Please write any information pertinent to this page

PLEASE PRINT THIS PAGE OR TAKE NOTE OF THE DOCUMENT ID NUMBER.  
THIS MUST BE DONE IN THE NEXT 30 DAYS BY THE 17/10/2013.

<b>Full Name</b>	Example Example	<b>Driver's Licence</b>	12345678: NSW
<b>Date of Birth</b>	1/01/1901	<b>Alternate ID:</b>	Birth Certificate: 123
<b>Address</b>	123 High street, Yourtown, NSW, 2000	<b>Alternate ID:</b>	Credit card: 456
<b>Contact Number</b>	0212345678	<b>Alternate ID:</b>	Utility account (eg electricity, gas, telephone): 789
<b>Consent Name</b>	Example Example	<b>Type of Check</b>	\$52.00 - name and date of birth check
<b>Consent Address</b>	High street, Yourtown, NSW, 2000	<b>Purpose of Check</b>	Employment/Student Placement
		<b>Specify details</b>	CLEANER

**You must print this 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 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](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](mailto:crs@police.nsw.gov.au).