



Australian Federal Police National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Office use only

1. Purpose of NPC

Enter the relevant code number from the table at **Section 1: Purpose of NPC** on the **Application completion Guide** (e.g. Fire fighting/prevention = Code No 15)

Code Number: **28**

If a code is not specified this application will be processed as a Standard Disclosure (Code 30).

If the purpose is not listed or you are unsure please email Criminal Records Client Services criminalrecords-clientservices@afp.gov.au for assistance.

2. Applicant Details - Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name			
All Given Names			
Date of Birth (DD/MM/YYYY)	/	/	

Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll).

If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included

Family Name: (include all name changes and maiden name)	Given Names	Date of Birth
		/ /
		/ /
Place of Birth Town		State
Country		
Telephone Numbers: Home	Work	Mobile
Australian Drivers Licence Number	Issuing State:	<input type="checkbox"/> Copy Attached

Current Residential Address - Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City	Post Code	
State	Country	Residency From
		/ /

Previous Residential Address - Complete in FULL

Unit No.	Street No.	Street Name / Street Type
Suburb/City	Post Code	
State	Country	Residency From
		/ /

Previous Residential Address – continued

If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

Unit No.	Street No.	Street Name / Street Type
Suburb/City		Post Code
State	Country	Residency From
		/ /

3. Employer/Organisation Details (For use by AFP Account holders only)

Organisation/employer name	Client Code:	Client Reference Number
First Advantage Australasia	5012	

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes No if yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

(a) fingerprints taken by another police jurisdiction OR

(b) fingerprints taken by the AFP and not charged when taken OR

(c) fingerprints taken by the AFP and charged when taken - receipt of payment must be supplied with this form

6. Consent

- i. I acknowledge I have read the information provided in this application form and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, Australian Criminal Intelligence Commission, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature

Date / /

If you are under 18 years of age please provide consent below from a parent/guardian.

Parent/Guardian Signature

Date / /

Parent/Guardian name printed in full

PROOF OF IDENTITY

A minimum of 100 points of identification has to be provided with the application.

You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation	Required on document N = Name, P = photo A = Address, S = Signature	Points Worth
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Primary Documents		
Foreign Passport (current)	N – P	70
Australian Passport (current or expired last 2 years but not cancelled)	N – P	70
Australian Citizenship Certificate	N	70
Full Birth certificate (not extract)	N	70
Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia	N	70
Australian Driver Licence/Learner's Permit	N – A – P	40
Current (Australian) Tertiary Student Identification Card	N – P	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security identification, security industry etc.)	N – P	40
Government employee ID (Australian Federal/State/Territory)	N – P	40
Defence Force Identity Card (w/photo or signature)	N – P	40
Working With Children Check card	N	40

Secondary Documents		
Department of Veterans Affairs (DVA) card	N – A	40
Centrelink card (with reference number)	N – A	40
Birth Certificate Extract	N	25
Birth card (NSW BDM only)	N	25
Medicare card	N	25
Australian Marriage certificate (Registry office issue only)	N – S	25
Decree Nisi / Decree Absolute (Registry office issue only)	N – S	25
Change of name certificate (Registry office issue only)	N – S	25
Bank statement	N – A	25
Property lease agreement – must be for current address	N – A	25
Taxation assessment notice	N – A	25
Australian Mortgage Documents	N – A	25
Rating Authority – e.g. Land Rates	N – A	25
Utility Bill – electricity, gas, telephone (less than 12 months old)	N – A	20
Reference from Indigenous Organisation	N – A	20
Documents issued outside Australia (equivalent to Australian documents of at least 20 points). Must have official translation attached.		20

Spent Convictions Legislation

The aim of spent convictions legislation is to prevent discrimination on the basis of certain previous convictions. Spent convictions legislation limits the use and disclosure of older, less serious convictions and findings of guilt.

There are some offences excluded from being spent where the check is required for certain purposes as indicated in the table below – these offences will be released regardless of how old they are.

Where a record exists within an Australian police jurisdiction, relevant spent conviction legislation/policies governing the release of that information for that jurisdiction will be applied. As a result certain convictions will not be released provided this is in accordance with the relevant legislation/policies.

For Commonwealth records the AFP applies the provisions within *Part VIIC of the Crimes Act 1914* and for ACT records provisions within the *ACT Spent Convictions Act 2000* are applicable. If further information or clarification is required please contact the individual jurisdiction where the record is held.

Provision of False or Misleading Information

You are asked to certify that the personal information you have provided on this form is correct. Where your check is for employment related purposes and the result is to be provided to your employer or other organisation, discovery of any false or misleading information may be reported by the AFP and may impact on the decision being undertaken by the employer or organisation.

The AFP provides information, with your consent, to the employer or organisation but takes no part in any subsequent assessment.

Disputed Record Enquiries

If you believe the information provided on your police certificate is incorrect or inaccurate a Disputed Record form (CR 1200) is available from the AFP website. This form should be forwarded to the AFP through the agency or organisation with whom you have lodged your application for a National Police Check.

Include any additional information or documents supporting your enquiry to enable the AFP to more accurately assess your application. In some instances the AFP may require comparison fingerprints to resolve some disputes. Applicants will be notified in such instances.

The Privacy Commissioner is responsible for ensuring the protection of private information relating to individuals. This includes investigating instances where information has been released improperly or incorrectly. An individual who believes the standards dealing with disclosure and use of old conviction information have been breached may apply to the Privacy Commissioner for an investigation of the matter. The phone number is 1300 363 992.

The following requirements must be met when submitting an AFP National Police Check (NPC).

Code number	Commonwealth purpose/employment	Offences recorded in the Commonwealth that will be released (<i>Part VIIC Crimes Act 1914</i>)
22	Aged Care staff/volunteers	Unspent offences and offences against the person
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
28	Care, instruction or supervision of children	Unspent offences a) a sexual offence; or (b) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
36	Superannuation Trustee/Custodian/Investment manager or Responsible officer of a body corporate that is a trustee, investment manager or custodian of a superannuation entity	Unspent offences and offences in respect of dishonest conduct
Other		
30	Pre-employment/standard disclosure	Unspent offences