

Application Completion Guide

Section 1: Applicant details

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

Failure to meet the required standards will result in the form being returned for amendment.

- **Payment of the required fee is to be in exact Australian Dollars only.**
 - **Please do NOT send cash.**
 - **Applications with incorrect amounts will be returned.**
 - Details are available on the AFP website or use the link – http://www.afp.gov.au/business/national_police_checks.html
- **A copy of an Australian driver's licence or other acceptable identification (passport, certified full birth certificate, certified marriage certificate) must accompany the application.**
- Ensure all the necessary details have been completed and the form is **signed and dated.**
- Complete all sections in **black pen** using BLOCK LETTERS in the boxes.
- Mark the appropriate check boxes with a cross (X).
- All previous or other names by which you are known or have been formerly known, including maiden name, must be listed in full on the form or on an enclosed additional sheet.
- Any attachments with additional information must be signed by the applicant.
- The form must be submitted no more than three months after being signed by the applicant.
- If the applicant is under 18 years of age the form must be signed by a parent/guardian.
- Do not send the Application Completion Guide (pages 2-4 of this form) to the AFP. Please retain these for your reference.
- Do not staple or sticky tape the NPC form or attachments. (Paper clips are acceptable).

If you are submitting your NPC directly to the AFP (rather than through your employer or organisation) the following is also required:

- Make the cheque or money order payable to the **Australian Federal Police.**
- The cheque must be from an Australian bank or be affiliated with an Australian bank.
- Correct payment must be included with **all** applications.
- Do not include self addressed/stamped envelopes for return of certificates. These will not be used nor returned.
- Post all applications to:

Australian Federal Police, Criminal Records Locked Bag No. 1, WESTON ACT 2611

Section 2: Employer/Organisation details

If the NPC is to be sent to an employer or organisation, list the name of the employer or organisation requesting the NPC.

Section 3: Mailing Address of Police Certificate

If the details in Section 2 are already listed the Police Certificate will be mailed automatically to this organisation. If this section is completed by the applicant, the applicant consents to the Police Certificate being mailed to the person/organisation listed.

Section 4: Purpose of NPC

Applicants must choose only one purpose from the following list. Identify the relevant code and insert in the appropriate box on page 1 of the NPC form.

If the purpose for your NPC is not listed or you are unsure please ring the Criminal Records Help Desk on 02 6202 3333 between 9am and 5pm (Australian Eastern Standard Time).

Code number	Working in the Australian Capital Territory (ACT)	Offences recorded in the ACT that will be released (<i>Spent Convictions Act 2000</i>)
10	Aged Care provider/worker	All offences
11	Brothel or Escort Agency Owner/Operator/Interested party	All offences
12	Child Care provider/worker	All offences
13	Disabled Care provider/worker or Hospital Employment	All offences
14	Explosives/fireworks permit (where an ASIO check is required)	Unspent offences
15	Fire fighting/prevention	Unspent offences and Arson or Attempted Arson offences
16	Firearms Licence/permit	All offences
17	Interactive Gambling Licence/Casino Employee	All offences
18	Judge/Magistrate/Justice of the Peace/ Police Officer/Prison Officer	All offences
19	Child/Aged/Disabled Care provider/worker	All offences
20	Working in a School	All offences
21	Teacher/teacher's aide	All offences
30	Pre employment/standard disclosure	Unspent offences

	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
23	Aged Care Key Personnel	Unspent offences
24	Australian Securities and Investments Commission (ASIC) employee/consultant	All offences
25	Australian Securities and Investments Commission (ASIC) Financial Services Licensing Requirements	Unspent offences
26	AUSTRAC employee/consultant	All offences
27	Care of intellectually disabled persons	Unspent offences and offences against the person
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
29	CASA ASSC	Unspent offences
30	Commonwealth department employee	Unspent offences
31	Employee with access to secret or top secret information	All offences
32	Immigration Detention Centre Employment	Unspent offences and offences involving violence
33	Immigration/Citizenship	All offences
34	Law enforcement/Intelligence or Security agency employee/consultant	All offences
35	Overseas employment/visa	Unspent offences
36	Superannuation Trustee/Custodian/Investment manager	Unspent offences and offences in respect of dishonest conduct
37	Care, instruction or supervision of children/ Care of intellectually disabled persons/ Aged Care staff/volunteers	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed
	Other	
30	Pre employment/standard disclosure	Unspent offences

Section 5: Fingerprint Checks are only required where there is a legislative requirement for such a check to be conducted. The employer or organisation will advise you if this is necessary. Fingerprints will be compared with a central data base of fingerprints records and will take further time to process.

An additional cost is associated with this service. Details are available on the AFP website or use the link – http://www.afp.gov.au/business/national_police_checks.html

Fingerprints can be taken by your local police jurisdiction or the AFP. These fingerprints must be included with page 1 of this form at the time of submission.

Where fingerprints are taken by the AFP and the AFP charges for this service a receipt must be obtained and supplied to Criminal Records.

Section 6: Consent

This section must be signed by the applicant. If a parent/guardian has signed in the consent section they consent to the AFP conducting an NPC on their son/daughter/ward.

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 above – 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 contact AFP Criminal Records to obtain a Disputed Record form (CR 1200). This form is also available from the AFP website.

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.