

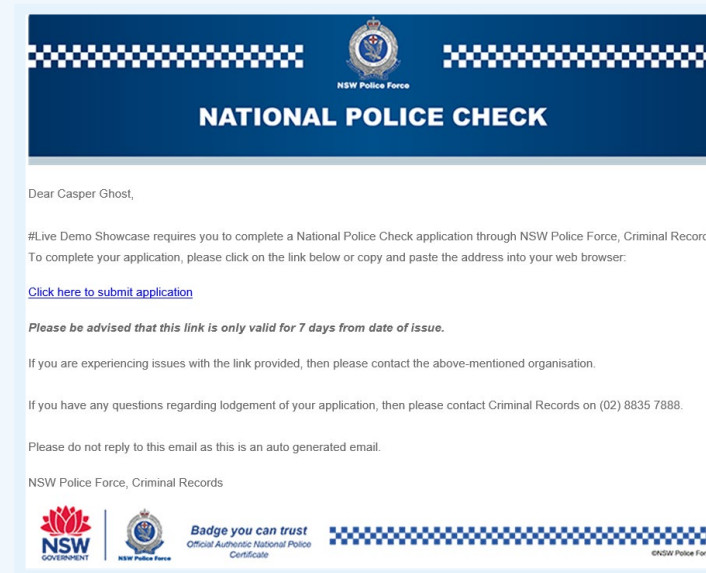
REFERENCE GUIDE: NATIONAL POLICE CHECK APPLICATION - BY INVITATION



Welcome to the National Police Check Application Reference Guide, prepared for individuals who have received an invitation to complete a National Police Check. This process is designed to be convenient, quick, and secure. Follow the steps below to complete your application.

1 EMAIL LINK

- Check your email for a link to the online application form.
- Click on the provided link to begin the application process.



2 PERSONAL INFORMATION

- Enter your full legal name, date of birth, and indicate whether you're a resident of NSW.
- The name you provide in this section **must be identical** to the name that appears on the ID documents you will be using to verify your identity. You won't be able to change this later.

3

ID VERIFICATION

- Select two ID documents from the lists provided. Visit our website for a list of [acceptable ID documents](#) that can be used.
- Your ID will be verified using DVS. Some IDs cannot be verified instantly.

- In case of any issues with ID verification, please opt for manual verification by selecting the last option on the list labelled 'other'. This will allow you to continue with your application.

*Please select your first Proof of Identity
Other (selecting this option will delay your application process time by up to 10 business days)

- A third ID document will be needed if manual verification is required.

Verify Proof of Identity

1 You are required to provide details of your proof of identity documentation to allow your application to be processed using the Document Verification Service (DVS). If you are unable to validate your identity documents online, please select OTHER from the dropdown list below.

***Acknowledgement**

I acknowledge and agree that my personal information will be used to authenticate my Proof of Identity details with the Department of Home Affairs using their Document Verification Service (DVS).
Please tick the Acknowledgement checkbox before proceeding

***Please select your first Proof of Identity**

Select an Option

- Australian Driver's Licence
- Australian Birth Certificate
- Australian Passport
- Australian Visas
- Australian Citizenship Certificate
- Australian Migration Status (AMS) ImmiCard
- Other (selecting this option will delay your application process time by up to 10 business days)

Verify Proof of Identity

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***Acknowledgement**

I acknowledge and agree that my personal information will be used to authenticate my Proof of Identity details with the Department of Home Affairs using their Document Verification Service (DVS).
Please tick the Acknowledgement checkbox before proceeding

***Please select your first Proof of Identity**

Other (selecting this option will delay your application process time by up to 10 business days)

By selecting this option you agree that it may take up to 10 business days to process your application.

***Document Type 1**
Australian Driver's Licence

***Document 1 ID Number**
ABC123456

***State or Territory**
VIC

***Document Type 2**
Australian Passport

***Document 2 ID Number**
XYZ987654

***Document Type 3**
Select an Option

***Document 3 ID Number**

Names?

***Country of Birth**
Start typing and select your country

***Town or City of Birth**

- Commonwealth or State/Territory Govern...
- Aviation Security Identification Card
- Maritime Security Identification Card
- Firearms Licence
- Australian Tertiary Student Photo Identity...
- Australian Secondary Student Photo Ident...
- Certified Academic Transcript from an Au...
- Bank Card
- Credit Card
- Tax File Number (ATO issued document is...
- Australian Birth Certificate

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ADDITIONAL INFORMATION

- Continue by answering some additional questions.

* Have you previously been known by any Other Names?

* Gender
 Select an Option

* Country of Birth

* State of Birth

* Town or City of Birth

Contact Details

Verified Email

* Preferred Contact Number

5

ADDRESS

- Begin typing your address and select the one that matches from the list.

* Current Residential Address

Can't find address or address unknown
 e.g. Unit 27 B-10 Smith Street, Sateville NSW 2345

* Have you lived at another Residential Address within Australia in the last five years?

- Clicking on **'can't find address or address unknown'** will allow you to provide your full address manually.

* Current Residential Address
 Find my address

Unit / Level / Lot / RMB Street Number

* Street Name

* Street Type Street Suffix

Select an Option Select an Option

* Suburb * State * Postcode

* Have you lived at another Residential Address within Australia in the last five years?

6

CONSENT AND ACKNOWLEDGEMENT

- Review and accept the conditions of the police check.

Consent

I acknowledge and agree:

1. to have fully and accurately completed this application form and the personal information I have provided relates to me and contains the full name and all names previously used by me.
2. that I am aware that I am providing consent for a National Police Check to be conducted using all personal information provided in this application form and provided in the supplied identity documents.
3. that the NSW Police Force relies on other State and Commonwealth police jurisdictions (Other Agencies) to provide information to it (Other Agency Information) in order to produce a National Police Certificate.
4. to release the NSW Police Force from any liability arising from any errors or omissions contained in that Other Agency Information; and
5. to indemnify the NSW Police Force for any loss suffered or expense incurred by it arising out of errors or omissions contained in that Other Agency Information.
6. if an Application Fee is payable, a refund will not be provided once an Application has been successfully submitted to other State and Commonwealth police jurisdictions.

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

*Acknowledgement

I have read and acknowledged the above statements.
Please fill in all the mandatory fields before proceeding

7 SUBMISSION

- Confirm the information you're about to submit is accurate and final.
- Clicking continue will encrypt your data and prepare it for submission.
- Once you proceed, you won't have the ability to make any changes or restart your application using the same link in your invitation.

By continuing you acknowledge that the form has been completed with the correct details. If you need to edit the form, then please click on cancel. You will no longer be able to make any changes if you continue.

Do you want to continue?

Continue

Cancel

8 PAYMENT (IF APPLICABLE)

- If payment is required, complete the Mastercard / Visa payment process.
- If no payment is needed, you'll land on the confirmation screen.

*Acknowledgement

I have read and acknowledged the above statements.

You have selected a digital certificate for Name and Date of Birth Check. The total amount payable is \$

Please select your preferred payment option:

Credit Card/Debit Card

Cardholder Name *

Credit Card Number *

Expiry Date (MM/YYYY) *

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Pay & Submit Application

9 CONFIRMATION

- Your application is complete.
- Note your application number for future reference.

✔ Your National Police Check application has been successfully submitted.

Thank you for submitting your National Police Check to the NSW Police Force on 9:22 am on 13/12/2021.

Your Application Reference is: 8684439464

An email confirmation has been sent to your nominated email address. Please keep this email for future reference.

We are dedicated to processing your application promptly.

Most results are ready within one hour after an application is received where no manual verification is required. However, you should allow up to 10 business days for the NPC to be completed.

Your national police check certificate will be issued through the NSW Police Force and provided to your employer, agency or business that sent you the invitation to complete your police check. You will only receive a copy from the NSW Police Force if you've paid for the certificate in step 8.

The authenticity of NSW Police Force issued certificates can be [verified online](#) at any time.

For any questions or assistance, contact our support team on 02 8835 7888 (7:30am to 4:30pm, Monday – Friday excluding public holidays) or via email at CRRO@police.nsw.gov.au