

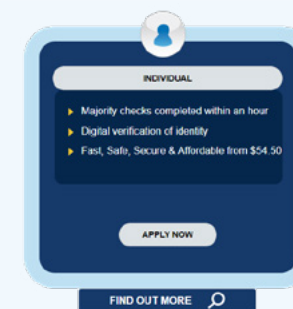
REFERENCE GUIDE: NATIONAL POLICE CHECK APPLICATION



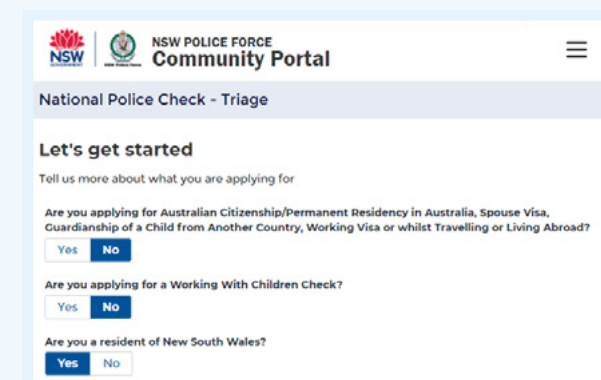
Welcome to the National Police Check Application Reference Guide, prepared for individuals residing and/or working primarily in NSW. This process is designed to be convenient, quick, and secure. Follow the steps below to complete your application.

1 TRIAGE

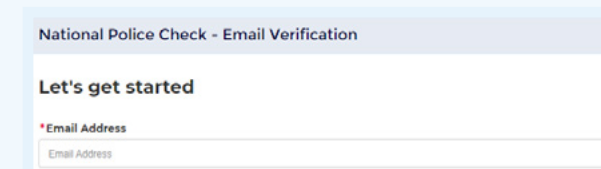
- Proceed to <https://www.police.nsw.gov.au/npc>
- Click 'Apply Now' under the 'Individual' tile.



- Answer the triage questions.



- Provide email.



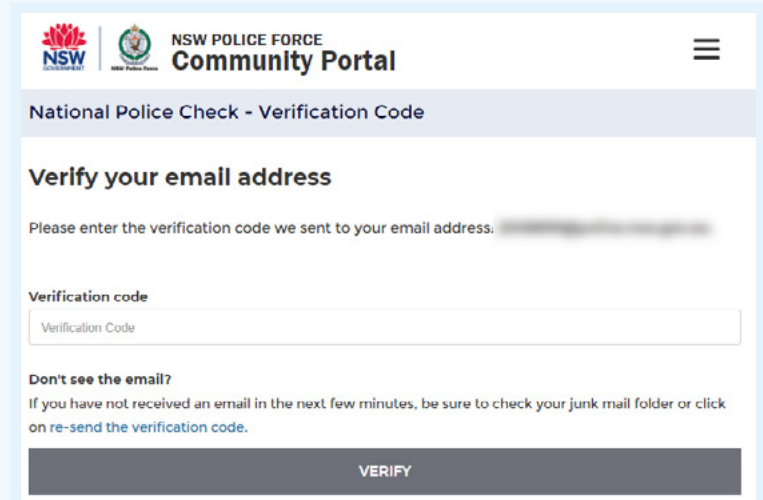
2

VERIFY EMAIL

- Check your email for a verification code.



- Enter your verification code and click 'VERIFY' to access the application page.



3

PERSONAL INFORMATION

- Enter your full legal name and date of birth.
- 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.

This is the name that will appear on your National Police Check Certificate and must match the name contained in your Proof of Identity document

* First Name (Given Name)
[Text Input Field]

Middle Name
[Text Input Field]

* Last Name (Family Name)
[Text Input Field]

Confirm no Last Name (Family Name)

* Date of Birth
DD/MM/YYYY [Calendar Icon]

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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.

Verify Proof of Identity

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 select your first Proof of Identity
Select an Option [Dropdown Arrow]

- Australian Driver's Licence
- Australian Birth Certificate

- 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) [Dropdown Arrow]

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

* 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) [Dropdown Arrow]

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 [Dropdown Arrow]	* Document 1 ID Number ABC123456 [Text Input Field]
* State or Territory VIC [Dropdown Arrow]	
* Document Type 2 Australian Passport [Dropdown Arrow]	* Document 2 ID Number XYZ987654 [Text Input Field]
* Document Type 3 Select an Option [Dropdown Arrow]	* Document 3 ID Number [Text Input Field]

Commonwealth or State/Territory Govern...
Aviation Security Identification Card
Maritime Security Identification Card
Firearms Licence [Dropdown Arrow]

Names? [Text Input Field]

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ADDITIONAL INFORMATION

- Answer the remaining questions accordingly.

* Have you previously been known by any Other Names?

* Gender
Select an Option

* Country of Birth
Start typing and select your country

* State of Birth

* Town or City of Birth

Contact Details

Verified Email
[Input field]

* Preferred Contact Number
[Input field]

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ADDRESS

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

* Current Residential Address
Start typing and select your address

Can't find address or address unknown
e.g. Unit 27 8-10 Smith Street, Salford 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
Select an Option

Street Suffix
Select an Option

* Suburb

* State
NSW

* Postcode

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

7

CONSENT AND ACKNOWLEDGEMENT

- Review and accept the conditions of the police check.

Consent

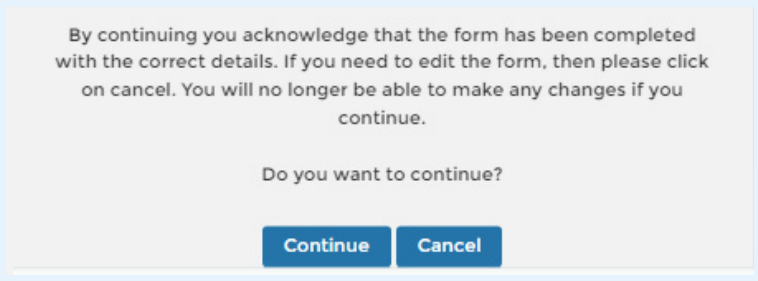
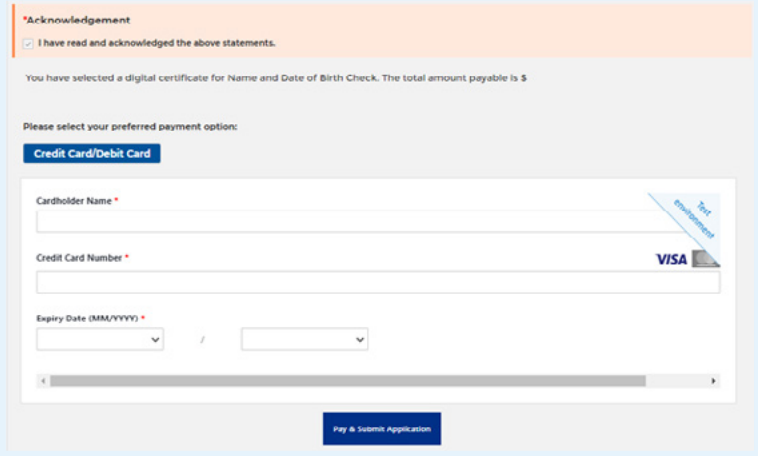
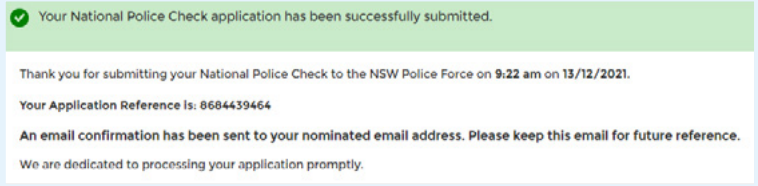
I acknowledge and agree:

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

8	SUBMISSION	<ul style="list-style-type: none"> • Confirm the information you're about to submit is accurate and final. • Clicking continue will encrypt your data and prepare it for submission. 	
9	PAYMENT	<ul style="list-style-type: none"> • Complete the Mastercard / Visa payment process. 	
10	CONFIRMATION	<ul style="list-style-type: none"> • Your application is complete. • Note your application number for future reference. 	

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 sent to your verified email address. Its authenticity can be [verified online](#) by anyone who has a copy of it 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 CRS@police.nsw.gov.au

Thank you for choosing the NSW Police Force as your trusted national police check service provider.