

Login

- Login to your email
- Go to Inbox and search for a **NSW Police Force Community Portal** email from your Organisation
**if email is not in Inbox – check your Junk Mail*

- Click on link

What it looks like



Dear Applicant Name,

ORGANISATION requires you to complete a National Police Check application through NSW Police Force, Criminal Records.

To complete your application, please click on the link below or copy and paste the address into your web browser:

[Click here to submit application](#)

Please be advised that this link is only valid for 7 days from date of issue.

If you are experiencing issues with the link provided, then please contact the above-mentioned organisation.

If you have any questions regarding lodgement of your application, then please contact Criminal Records on (02) 8835 7888.

Please do not reply to this email as this is an auto generated email.

NSW Police Force, Criminal Records



Badge you can trust
Official Authentic National Police
Certificate



NSW Police Force

Completing the Application

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- Data Enter in **Title Case** throughout Application
- **Title Case* – First letter is a capital letter followed by lower case
- Record name and date of birth per first identification
 - 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)**

- Click **Yes** or **No** regarding current residency status in NSW

What it looks like



National Police Check - Application

Your name as provided by WOOLWORTHS is Prince Sample.

The name provided below will appear on your National Police Check Certificate and must match the name contained in your Proof of Identity document.

* First Name (Given Name) Middle Name

* Last Name (Family Name)

Confirm no Last Name (Family Name)

* Date of Birth
DD/MM/YYYY

Are you a resident of New South Wales?
Yes No

Are you a resident of New South Wales?
Yes No

What it looks like

- Once you have read to acknowledge click checkbox

Verify Proof of Identity

1 As a part of completing your online application, you are required to provide adequate personal information to validate your Proof of Identity. This is to comply with government's identity requirements. If you are unable to provide this information, please select OTHER from the Proof of Identity drop down 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).

- Click on **Select an Option** and choose your first identity to verify

Verify Proof of Identity

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*** Acknowledgement**

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

Select an Option

Complete this field.

- Complete the required fields in *Title Case*
- Once completed click **Verify** button

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

Australian Birth Certificate

*** State or Territory**

NSW

Given Name

Tim

Family Name

Citizen

*** Date of Birth**

21 Feb 1970

Registration Number

316

Registration year

2014

Certificate Number

Enter up to 11 characters

Verify

- Click on **Select an Option** and choose your second identity to verify

- Complete the required fields in *Title Case*
- Once completed click **Verify** button

What it looks like



✓ You have successfully verified your first form of identity, continue to verify your second form.

* Please select the next proof of identity

Select an Option

* State or Territory

NSW



* Given Name

Tim

Middle Name

Please enter your Middle Name

* Family Name

Citizen

* Driver license number

A968754

Card number

Enter up to 10 characters

* Date of Birth

21 Feb 1970

Verify

What it looks like

- Click **Yes** or **No** regarding being known by another name
 - **No** – Continue to next question
 - **Yes** – Complete relevant fields
- *Maximum of three (3)



* Have you previously been known by any Other Names?

Yes No

* Gender
Select an Option

* Country of Birth
Start typing and select your country

* State of Birth
Complete this field.

* Town or City of Birth

- Click **Select an Option** and choose relevant Gender



* Have you previously been known by any Other Names?

Yes No

* Gender
Select an Option

* Country of Birth
Start typing and select your country

* State of Birth
Complete this field.

* Town or City of Birth

Under **Country of Birth**

- Click; Start typing; then select your Country of Birth
- *Australian born – State and Town/City of Birth is required



* Have you previously been known by any Other Names?

Yes **No**

* Gender
Male

* Country of Birth
Australia

* State of Birth
--Select--

* Town or City of Birth
Complete this field.

If the incorrect country is entered click the **X** and start typing your Country of Birth again

- Click in space provided and enter a current phone number

*Record Mobile Number as **0489123123**
Landline as area code then number eg. **0292341234**

Under **Current Residential Address**

- Click; Start typing; then select your current residential address

*If you are unable to find your address

- Click [Can't find address or address unknown](#)
- Complete required fields

What it looks like



Contact Details

Verified Email

sample@outlook.com

* Preferred Contact Number

* Current Residential Address

Start typing and select your address

Can't find address or address unknown
e.g. Unit 27 8-10 Smith Street, Safeville NSW 2345

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

Yes No

* Current Residential Address

Start typing and select your address

Can't find address or address unknown
e.g. Unit 27 8-10 Smith Street, Safeville NSW 2345

* 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

--Select--

--Select--

Complete this field.

- Click **Yes** or **No** regarding living at another Residential Address within Australia in the last 5 years?
 - **No** – Continue to read Consent
 - **Yes** – Click under **Previous Residential Address**; Start typing; then select your previous residential address
- *Maximum of two (2) previous addresses

- Read Consent
- Click on checkbox to acknowledge

What it looks like



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

Yes No

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

Yes No

* Previous Residential Address

Start typing and select your address

Can't find address or address unknown
e.g. Unit 27 8-10 Smith Street, Safeville NSW 2345

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.

- Read and click **Continue** or **Cancel**
 - **Continue**
 - **Cancel** – Edit any information then proceed to click checkbox regarding Acknowledgement
- After you click **Continue**
- Click **Submit Application**

What it looks like



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

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

*Acknowledgement

I have read and acknowledged the above statements.

Submit Application

- A unique Application Reference has now been issued and an email sent to your inbox/Junk Email

Keep a record of your Application Reference number and the date and time the application was completed.

What it looks like



✓ 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.