



Registered Organisation Change of Information

This form can be used to request for changes to be made to the information held by NSW Police, in relation to a Registered Organisation which has been granted access to the NSW Police Force National Police Check (NPC) Online Portal.

1 CURRENT REGISTRATION DETAILS

1.1 Please provide the details of the Registered Organisation, as it is currently registered with NSWPF Criminal Records.

Please complete all mandatory (*) fields in this section.

Entity name*

ABN*

Business name*

Account No. (if known)

Name of Authorised Representative (AR)*

Contact person for this application (if not AR)

The Authorised Representative must approve, sign and date [Section 10](#) of this form.

2 SELECT YOUR CHANGES

2.1 Please indicate what changes you want to make (select all that apply)

- | | | | |
|---|---------------------------|--|---------------------------|
| <input type="checkbox"/> Change of business address | Go to 3.1 | <input type="checkbox"/> Change to NPC purpose, check types and payment method | Go to 6.1 |
| <input type="checkbox"/> Change of business name | Go to 3.2 | <input type="checkbox"/> Update AR contact information / Replace AR | Go to 7.1 |
| <input type="checkbox"/> Change of secure email address | Go to 4.1 | <input type="checkbox"/> Update Dashboard User contact information | Go to 8.1 |
| <input type="checkbox"/> Change to Dashboard Users (transfer, add or remove licences) | Go to 5.1 | <input type="checkbox"/> Update billing details | Go to 9.1 |

3 CHANGE OF BUSINESS DETAILS

3.1 Change of business address

Please provide your previous and new business and/or mailing addresses, including Suburb, State and Postcode.

Old / previous NSW business address

New / current NSW business address

Old / previous mailing address

New / current mailing address

Old / previous NSW head office address

New / current NSW head office address

3.2 Change of business name

A business name can only be used when it is registered with ASIC and linked to your ABN. More information about Business Names can be found on the ASIC website (<https://asic.gov.au>). When a business name is registered, a Certificate of Business Name Registration (BNR) is issued by ASIC. Please indicate the type of changes you wish to make to this registrations' business name. When adding or replacing a business name, a Certificate of Business Name Registration will need to be included with your application.

☐ **Change of business name** to replace one business name with another

Current business name

New business name

☐ **Add** ☐ **Remove a new business name** to add or remove a new business name

Current business name

Add / remove a business name

4 CHANGE OF SECURED EMAIL

- 4.1 NPC certificates will only be issued to one secured email address. A secured email address refers to a non-free account (e.g., Gmail, Hotmail, Outlook, Ymail) where data remains inaccessible to unauthorised third parties.

Current secured email

New secured email

5 NATIONAL POLICE CHECK PORTAL LICENCES

- 5.1 A licence is needed in order to access the NPC dashboard. Each licence will incur an annual fee of \$90 (plus GST), calculated pro-rata at \$7.50/month if acquired mid-term.

How many licences are currently held by your organisation? (enter "unknown" if not sure)

Licence options: (select all that apply)

- ☐ **Transfer:** Transfer access from one person to another person. No additional costs. [Complete 5.2](#)
- ☐ **Acquire:** Increase the number of authorised Dashboard Users. Annual fee applies. [Complete 5.3](#)
- ☐ **Remove:** Remove a persons access. Licence can be reallocated later. [Complete 5.4](#)

5.2 Will the new Dashboard User be replacing the Authorised Representative?

YES Do not complete this section. Proceed to [section 7](#)

NO Complete the below. A completed [Consent Form](#) for the new Dashboard User must be included with this application.

Current licence holder (full name)

New licence holder (full name)

Current licence holder (full name)

New licence holder (full name)

Current licence holder (full name)

New licence holder (full name)

5.3 Will the new Dashboard User be replacing the Authorised Representative?

YES Do not complete this section. Proceed to [section 7](#)

NO Complete the below. A completed [Consent Form](#) for the new Dashboard User must be included with this application.

New licence holder (full name)

Position held within business

New licence holder (full name)

Position held within business

New licence holder (full name)

Position held within business

5.4 Does the licence belong to the Authorised Representative?

YES Complete the below. Only access to the dashboard will be disabled

NO Complete the below. Spare licences will remain available until 30 June

Licence holder (full name)

Reason for surrendering licence

Licence holder (full name)

Reason for surrendering licence

6 NATIONAL POLICE CHECK TYPES

- 6.1 This section changes the purpose and types of NPC invitations your organisation can issue to others.

Purpose of checks

- ☐ Employment (employment, recruitment, job requirement, licence pre-requisite etc)
- ☐ Probity (to assist in determining suitability for a service or product, e.g. property tenant, tender considerations, club memberships etc)
- ☐ Volunteering (unpaid work or services provided to others)
- ☐ Adoption (to support an application for adoption)

Type of checks

- ☐ Standard-Name and date of birth (national police check using the applicants name and date of birth)
- ☐ Fingerprints-Standard check with fingerprints (only available to legislated bodies, industries and organisations)
- ☐ Volunteer-Standard check for volunteering (supporting evidence required to enable this type of check)

6.2 Each national police check incurs a fee based on the type of check that is being undertaken. Changes to the payment method will take effect from the first day of the next calendar month.

NPC Payment Method

- ☐ Invoiced monthly (An itemised invoice will be issued with a 30 day credit term. The applicant can submit an application without making payment)
- ☐ Pay per check (The applicant must make a Visa / Mastercard payment before the application can be submitted)

7 CONTACT INFORMATION – AUTHORISED REPRESENTATIVE (AR)

7.1 This section will update the contact information for the Authorised Representative (AR).

This will not update the secured email for the organisation (refer to [section 4](#)).

- ☐ Appoint a new AR to replace the current AR – Proceed to [section 7.2](#)
- ☐ Update the contact information for the current AR – Proceed to [section 7.3](#)

7.2 Please provide the new ARs details below. A completed [Consent Form](#) for this person must be included with this application.

New AR Full Name

New AR contact number

New AR position within organisation

New AR email address

Does the new AR need access to the NPC dashboard? (licence fee may apply) ☐ YES ☐ NO

7.3 Please provide the updated contact information for the current Authorised Representative:

Full Name*

Date of birth*

Contact number*

Position held in organisation*

Contact email address (NPC portal login)*

Detail the changes you want to make to the above on this occasion*

Change of email

Change of name

Change of contact number

Change of contact number

Change of other

8 CONTACT INFORMATION – DASHBOARD USER

8.1 This section will update the contact information for Dashboard Users.

This will not update the secured email for the organisation (refer to [section 4](#))

DASHBOARD USER: 1

Full Name*

Date of birth*

Contact number*

Position held in organisation*

Contact email address (NPC portal login)*

Detail the changes you want to make to the above on this occasion*

Change of email

Change of name

Change of contact number

Change of contact number

Change of other

DASHBOARD USER: 2

Full Name*

Date of birth*

Contact number*

Position held in organisation*

Contact email address (NPC portal login)*

Detail the changes you want to make to the above on this occasion*

Change of email

Change of name

Change of contact number

Change of contact number

Change of other

9 BILLING AND INVOICING INFORMATION

9.1 This section will update your billing information with our office. The provided information will be used to prepare invoices and issue refunds. Please keep this information up-to-date to avoid unpaid invoices or unclaimed refund amounts being referred to Revenue NSW.

All fields are mandatory (*) in this section.

Contact Person*

Contact number*

Position held in organisation*

Contact email address*

Email address where invoices are sent to*

10 DECLARATION

I act in the capacity of the Authorised Representative for:

and confirm that the information provided on this application form is accurate and complete. I approve of the requested changes to be made to our registration.

Name

Signature

Date

To submit your completed form, please email it as a PDF attachment to CRRO@police.nsw.gov.au