



Australian Federal Police National Police Check (NPC) Application Form

Please complete this form by referring to the *Application Completion Guide*.

Code Number

1. Purpose of NPC

Enter the relevant code number from the table at **Section 1: Purpose of NPC** on the Application completion Guide (e.g. Fire fighting/prevention – in the ACT = Code No 15)

If a code is not specified this application will **NOT** be processed and will be returned for amendment.

If you are unsure about the purpose please email Criminal Records Client Services criminalrecords-clientservices@afp.gov.au.

2. Applicant Details - Use **BLOCK LETTERS** and **black ink**. Mark check boxes with a cross (X).

Current Family Name					
All Given Names					
Date of Birth (DD/MM/YYYY)		/ /			
Previous or Other Names by which you are known or have been formerly known must be listed below (eg. maiden, deed poll). If more room is required, list on separate sheet, sign and send with this application form. Additional information sheet included ☐					
Family Name: (include all name changes and maiden name)		Given Names		Date of Birth	
				/ /	
				/ /	
Place of Birth Town					State
Country					
Contact Telephone Number					
Australian Drivers Licence Number		Issuing State		☐ Copy Attached	
Current Residential Address – Complete in FULL					
Unit No.	Street No.	Street Name / Street Type			
Suburb/City				Post Code	
State		Country		Residency From	
				/ /	
Previous Residential Address – Complete in FULL					
Unit No.	Street No.	Street Name / Street Type			
Suburb/City				Post Code	
State		Country		Residency From	
				/ /	

3. Employer/Organisation Details (For use by AFP Account holders only)

Employer/Organisation name	Client Code	Client Reference Number
InterCheck Global Pty Ltd	3166	

4. Mailing Address for Police Certificate

The National Police Certificate will be posted to the account holder listed at Section 3 of this application.

5. Fingerprints

Please note that a fingerprint check is only required under very limited circumstances. Please ensure that you are actually required to have a fingerprint check conducted *before* going to the expense of this level of check by checking with the organisation/department requesting the check.

Is a fingerprint check required? Yes ☐ No ☐ If yes, fingerprints must be submitted with this form. In addition choose only one of the below statements. For information on fingerprint checks see Section 5: Fingerprint Checks on the *Application Completion Guide*.

I have attached:

(a) fingerprints taken by another police jurisdiction ☐ OR

(b) fingerprints taken by the AFP and not charged when taken ☐ OR

(c) fingerprints taken by the AFP and charged when taken ☐ - receipt of payment must be supplied with this form

6. Consent

- i. I acknowledge I have read the *Application Completion Guide* for this application form (pages 1 – 5) and I am aware exclusions from spent convictions legislation may apply to some categories of NPCs.
- ii. The personal information I have provided on this form (including fingerprints if supplied) relates to me and is correct.
- iii. I acknowledge the details contained on this form, including fingerprints where relevant, will be forwarded to the AFP, Australian Criminal Intelligence Commission, and/or the Police Services of the States or Territories of the Commonwealth of Australia.
- iv. I consent to the AFP and any other Australian police force extracting details of any convictions, findings of guilt or pending court proceedings relating to me, including in relation to any traffic offence, and providing that information to me or to the Employer/Organisation named in Section 3 above, as approved or to another person agency as named in Section 4.
- v. I acknowledge the information provided on this form will not be used without my prior consent for any other purpose, unless otherwise authorised by law.
- vi. I acknowledge that any information provided on this form or disclosed by the police as a result of the records check may be taken into account by the organisation mentioned in (3) above or any organisation to whom I present the results of the records check in assessing my suitability to receive the entitlement.

Applicant's Signature		Date / /
If you are under 18 years of age please provide consent below from a parent/guardian.		
Parent/Guardian Signature		Date / /
Parent/Guardian name printed in full		

Proof of identity

A minimum of 100 points of identification has to be provided with the application.

You must supply at least ONE Primary document Foreign documents must be accompanied by an official translation	Required on document N = Name P = Photo A = Address S = Signature	Points Worth
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Primary Documents

Foreign Passport (current)	N – P	70
Australian Passport (current or expired last 2 years but not cancelled)	N – P	70
Australian Citizenship Certificate	N	70
Full Birth Certificate (not extract)	N	70
Certificate of Identity issued by the Australian Government to refugees and non-Australian citizens for entry to Australia	N	70
Australian Driver Licence/Learner's Permit	N – A – P	40
Current (Australian) Tertiary Student Identification Card	N – P	40
Photo identification card issued for Australian regulatory purposes (e.g. Aviation/Maritime Security Identification, security industry etc)	N – P	40
Government employee ID (Australian Federal/State/Territory)	N – P	40
Defence Force Identity Card (w/photo or signature)	N – P	40
Working With Children Check card	N	40

Secondary Documents

Department of Veterans Affairs (DVA) card	N – A	40
Centrelink card (with reference number)	N – A	40
Birth Certificate Extract	N	25
Birth card (NSW BDM only)	N	25
Medicare card	N	25
Credit card or account card	N – S	25
Australian Marriage certificate (Registry office issue only)	N – S	25
Decree Nisi / Decree Absolute (Registry office issue only)	N – S	25
Change of name certificate (Registry office issue only)	N – S	25
Bank statement	N – A	25
Property lease agreement – must be for current address	N – A	25
Taxation assessment notice	N – A	25
Australian Mortgage Documents	N – A	25
Rating Authority – eg Land Rates	N – A	25
Utility Bill – electricity, gas, telephone (less than 12 months old)	N – A	20
Reference from Indigenous Organisation	N – A	20
Documents issued outside Australia (equivalent to Australian documents of at least 20 points). Must have official translation attached.		20

(use only if required)

[illegible]

(use only if required - must not be a PO Box or Business Address)

Unit No / Street No / Street Name:																									
Suburb / Town / Locality:																									
Postcode:							State:																		
Country:																									
Date you started living at this address:									(DD MM YYYY)																