



National Police Check

Need your National Police Check processed in a hurry? Apply in-store or online today.

How it works



Start your application

Complete the National Police Check application form attached.



Verify your ID over the counter

Submit your form in-store at a participating Post Office. Make sure you have the originals of your 4 ID documents ready.



Receive your National Police Check certificate

We'll confirm via SMS or email when your National Police Check certificate is available to be viewed online. You can also choose to receive a printed copy in the mail for an additional \$10.

We have over 30 years' experience in identity checks, so your personal information is in safe hands.

What you can expect



Fast

Most people should receive their National Police Check straight away, provided their ID is accepted when they apply.

If an application is flagged for manual processing* it can take between 1-10 business days to process your National Police Check.



Secure

In order for us to complete your National Police Check we use a secure connection to the National Police History database.

Once complete, your National Police Check certificate will be stored using the Australia Post Secure Document Delivery service which safely and securely encrypts and stores your certificate here in Australia.



Convenient

Track your application online. Your potential employer can also easily confirm the authenticity of the certificate online by scanning the QR code using the Australia Post app.

What our National Police Check includes

A National Police Check certificate will list any releasable court outcomes and criminal history relevant to the purpose of the Police Check, including pending charges. The certificate won't include any restricted court outcomes.

Pricing

A National Police Check certificate costs \$52.00, and only \$30.00 if you're applying for a volunteer position. This price includes electronic delivery of your certificate.

If you need a printed copy of your certificate, the cost is \$62.00 (or \$40.00 for a volunteer certificate). This includes delivery via Registered Post.

Remember that with our service, potential employers can verify your certificate online, so you may not need a printed copy – but check with them first.

Section A: Proof of identity

The first step to apply for a National Police Check through Australia Post is to provide proof of your identity at any participating Post Office when you lodge your application.

Applicants must supply identification from the list below in person. Identification documents sighted by the authorised Australia Post verifier must be the originals.

There are 3 categories of identity documents. Applicants are required to provide 4 documents from the below list with:

- at least one from Category 1
- at least one from Category 2
- a maximum of two from Category 3

*Note: an applicant may provide up to 3 documents from Category 1 or 2

Category 1

Commencement of identity documents

- Full Australian birth certificate (not an extract or birth card)
- Current Australian passport (not expired)
- ImmiCard issued by Immigration and Border Protection that enables the cardholder to prove their visa and/or migration status and enrol in services
- Australian Citizenship Certificate

Category 2

Primary use in the community document (all documents must not be expired)

- Australian driver licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- Passport issued by a country other than Australia with a valid entry stamp or Visa grant notice
- Proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
- Shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)

Category 3

Secondary use in the community documents (all documents must not be expired)

- Medicare card
- Security guard or crowd control photo licence
- Government issued Pensioner Concession Card
- Government issued Health Care Card
- Commonwealth Seniors Health Card
- Department of Veterans' Affairs Card
- Australian tertiary student photo identity document
- Financial institution issued debit or credit card

Section B: General information

National Police History Check (NPHC)

Australian Criminal Intelligence Commission (ACIC) collects your personal information in the attached form in order to conduct a NPHC on you. ACIC and police agencies will access the information on the attached form and their records to obtain and disclose Police History Information (PHI) that relates to you to the Accredited Organisation names in section 6 of the application form.

Dispute

If your National Police Check result contains a disclosable outcome that has partial or all of the information incorrect then you can dispute the contents of the National Police Check by going to the Australia Post website and downloading a dispute form from auspost.com.au/police-check-dispute-form which you fill out and send to the P.O Box address provided on the form.

Spent Convictions

Police information is disclosed in accordance with applicable spent conviction legislation and information release policies of the Australian state and territory governments.

The following links may be helpful in sourcing information on spent convictions in your State/Territory:

Commonwealth www.legislation.gov.au

New South Wales www.legislation.nsw.gov.au

Queensland www.legislation.qld.gov.au

South Australia www.legislation.sa.gov.au

Victoria Police www.legislation.vic.gov.au

Western Australia www.slp.wa.gov.au

Northern Territory www.legislation.nt.gov.au

Tasmania www.legislation.tas.gov.au

ACT www.legislation.act.gov.au

Further information

For more information refer to the terms and conditions please visit auspost.com.au/police-check-terms

Section C: Privacy notice

Australia Post collects your personal information in order to fulfil your National Police Check application and to facilitate operational support. Without your personal information, Australia Post would be unable to provide this service to you.

Your personal information will be disclosed to:

- the Australian Criminal Intelligence Commission (in order to verify the information provided and confirm your identity);
- certain third parties contracted to assist in the administration and delivery of this service, including parties located in Japan or the United States;

Your personal information is handled in accordance with the Australia Post Group Privacy Policy which outlines how to access and/or correct your personal information or make a privacy related complaint. For more information please visit auspost.com.au/privacy

Section D: Purpose categories

The reason we need to collect details of the purpose of your police check is to help determine what information is disclosed on your National Police Check result, including:

Position title – a description of the position (or membership entitlement) being sought

Industry – a description of the industry the proposed place of work is involved in

Town suburb of the organisation – where is the proposed place of work

Vulnerable people include for example:

- Children
- An adult who is disadvantaged or in need of special care, support or protection because of age, disability or risk of abuse or neglect

Categories of contact with vulnerable people are:

- **Supervised contact** – an adult who is responsible for the safety or care of the vulnerable person/s
- **Unsupervised contact** – the applicant will be alone (unsupervised) with the vulnerable person/s
- **No contact** – the applicant will have no contact with vulnerable people

Section D: Purpose categories

The reason we need to collect details of the purpose of your police check is to help determine what information is disclosed on your National Police Check result, including:

Position title – a description of the position (or membership entitlement) being sought

Industry – a description of the industry the proposed place of work is involved in

Town suburb of the organisation – where is the proposed place of work

Section E:

3rd party service providers with whom personal information may be shared as part of the provision of this service:

ABCorp Australasia Pty. Ltd.

ABN: 25 072 977 292

Salesforce.com Singapore Pty. Ltd.

ABN: 28 864 970 579

Off-shore locations in Japan and United States

FAQ

Can I access my National Police Check online?

You can download your certificate once your results are finalised from our secure document delivery service at any time using a link provided via email.

Can I track the status of my National Police Check?

You can inquire about the status of your application by calling 13 POST (13 76 78) and quoting the reference number that is printed on your receipt.

How long will it take to process my National Police Check?

If we're able to verify your identity, you should receive instructions to access your certificate by email within 1 business day*. Hard copy certificates are typically received by post within 7 business days.

*If your application is more complex for any reason it may be referred for manual processing by one or more police agencies. In this case it may take longer than 10 business days to be returned.

What happens if I provide incorrect information on my National Police Check application?

Australia Post will not provide refunds for any National Police Check applications where incorrect information is provided by the customer. Please ensure that all details on your National Police Check application form are correct before you take it to the Post Office for processing. Once you've lodged and paid for your application at a Post Office, the National Police Check is initiated.

Is the National Police Check I get from Australia Post the same as the one I can obtain from my local police station?

Australia Post's National Police Check is the same as the National Police Check you receive from your local police station. It is Australian Criminal Intelligence Commission (ACIC) accredited ensuring a complete and accurate history. Our checks are trusted by government departments, licensing authorities and employers.

Why do you need to know the purpose of my National Police Check?

We ask for the purpose of your National Police Check to help the police authorities determine what information is disclosed in your results.


Change of name

If the name you use to apply for a National Police Check is different to your name on your identity documents, you must show proof of a name change when lodging your application.


Documents accepted as proof of a name change include:

- Original marriage certificate or extract (issued by the Registrar of Births, Deaths and Marriages);
- Certificate of registration of name change;

These documents must be the originals.

 Apply in-store at a participating Post Office today

 Visit auspost.com.au/police-checks for more information

 Call 13 POST (13 76 78)
Monday to Friday (except national public holidays)
8am – 6pm

Please use **black ink** and print within the boxes in **BLOCK LETTERS**.
Please leave spaces between words. Use crosses in boxes marked with an

Application for National Police Check



*1802 900 A 0000000000 09

1. Purpose of Police Check

Involve contact with **vulnerable people?** Supervised Contact with Vulnerable People Unsupervised No Contact

What is the purpose of the Police Check? This information helps police release the most accurate police history information.

Position Title
Town / Suburb of Organisation Industry
State

Is this role a **volunteer position?** Yes No Do you require a printed certificate? (\$10.00 additional fee) Yes No

2. Personal details - details of person lodging this form

Family Name / Surname / Single Name First Name Other Given Names

3. Names by which I am, or have been known

Variations of your given name/alias - if you are known by a variation of your given name eg. You may be known as Will but your name is William

Family Name / Surname / Single Name First Name Other Given Names

Have you held any **previous names?** This includes maiden names as well as other name changes

Family Name / Surname / Single Name First Name Other Given Names

Family Name / Surname / Single Name First Name Other Given Names

4. Additional personal details - additional details of person lodging this form

Gender Male Female Unspecified Birth Country Birth State Birth Place

Date of Birth Australian Mobile Phone Number

Email Address (not compulsory if print certificate requested)

Please use **black ink** and print within the boxes in **BLOCK LETTERS**.

Please leave spaces between words.

Application for National Police Check



5. Residential address details for the last 5 years

Current residential address

| | | | | | | | | | | | | | | | | | | | |
|---|------------|--|---|---|--|--|--|--|--|--|--|--|--|--|--|--|-------|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Suburb | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | State | | |
| Country | | | | | | | | | | | | | | | | | | | |
| When did start to live at this address? | Start Date | | Y | Y | | | | | | | | | | | | | | | |

1. Previous residential address

| | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|------------|--|---|---|--|--|--|----------|--|---|---|--|--|--|--|--|-------|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Suburb | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | State | | |
| Country | | | | | | | | | | | | | | | | | | | |
| When did you live at the address? | Start Date | | Y | Y | | | | End Date | | Y | Y | | | | | | | | |

2. Additional previous residential address

| | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|------------|--|---|---|--|--|--|----------|--|---|---|--|--|--|--|--|-------|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Suburb | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | State | | |
| Country | | | | | | | | | | | | | | | | | | | |
| When did you live at the address? | Start Date | | Y | Y | | | | End Date | | Y | Y | | | | | | | | |

3. Additional previous residential address

| | | | | | | | | | | | | | | | | | | | |
|-----------------------------------|------------|--|---|---|--|--|--|----------|--|---|---|--|--|--|--|--|-------|--|--|
| | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Suburb | | | | | | | | | | | | | | | | | | | |
| Postcode | | | | | | | | | | | | | | | | | State | | |
| Country | | | | | | | | | | | | | | | | | | | |
| When did you live at the address? | Start Date | | Y | Y | | | | End Date | | Y | Y | | | | | | | | |

6. Consent to obtain personal information

First & Other Given Names

I,

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Family Name / Surname / Single Name

| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

hereby;

- acknowledge that I understand the information on this application form and I am the individual named in the documents, and have authority to provide the information in them for identity check purposes;
- acknowledge that the Australian Post Corporation (Australia Post) is collecting information in this application form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a National Police History Check to be conducted for the purpose outlined in the 'Purpose of police check' section (Section 1) of this application form;
- 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;
- acknowledge that withholding and/or providing misleading or false information on this application form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the Criminal Code Act 1995 (Cth);
- acknowledge that personal information that I provided on this application form and on the supplied identity documents may be disclosed to Australia Post (and its related parties), the contractors, legal entity customers, third parties named in Section E of this application form in Australia or overseas;
- acknowledge that I need to verify my identity as part of a National Police History Check, and I consent to Australia Post collecting and using my Personal Details to confirm my identity;
- acknowledge that any information sent by mail or electronically, in relation to this application form, including identity documents, is sent at my risk and I am aware of the consequences of sending information in these ways;

- acknowledge that I am aware that I am providing consent for a National Police History Check to be conducted using all personal information provided in this application form and provided in supplied identity documents;
- understand and consent to police information relating to me, being disclosed in accordance with the purpose identified in the 'Purpose of police check' section (Section 1) of this application form, and applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation);
- give consent to:
 - the ACIC and police agencies using and disclosing my personal information that I have provided in this application form and personal information contained in my supplied identity documents to conduct a National Police History Check;
 - the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the Australia Post as the accredited body; and
 - Australia Post, as the accredited body, disclosing to third parties and any permitted offshore transfer arrangements (as detailed in Section E of this application form) my personal information and police information to assess my/the applicant's suitability for the purpose identified in the 'Purpose of police check' section (Section 1) of this application form.
- acknowledge that it is usual practice for my/the applicant's personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the Australian Crime Commission Act 2002 (Cth).

Applicant Signature

Date

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|