# HOW TO COMPLETE A NATIONAL CRIME CHECK (NCC) APPLICATION

<table>
<thead>
<tr>
<th>Step 1:</th>
<th>Checklist</th>
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<tbody>
<tr>
<td>1. Go to the National Crime Check for information about the National Criminal History Check.</td>
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| Step 2: | |
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| 2. You can apply online through the following Application Form. | ☐ |

| Step 3: | |
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| 3. Complete the form. | ☐ |

**Section 1: Type of check required**
- Enter your:
  - Full Name.
  - Email address.
- Mobile Number (Optional).
- Check Type: If you are required to have a WWVP card answer = Yes. If you’re not required to have a WWVP card answer = No.
- Drop down box for Check Type: Unpaid Work Experience.
- Position/Job Title: University Student.

**Section 2: Verify your Details**
- An email will be sent to the email address you entered above. Copy or click the verification code to verify your email.

**Section 3: Order Details**
- Should show the base cost of $29.50 ($29.94 with 1.5% credit card fee).
- You do not need a Bankruptcy check for Placement.
- For our purposes, the NCC can be sent by ‘Email Only’.

**Section 4: Payment**
- Complete.

**Section 5: Details**
- Enter Date of Birth details.
- Enter current and previous residential addresses for the past 5 years.
- International students: the current residential address must be an Australia address, but then please list international addresses.

**Section 6: InstantID™**
- 100 Points of ID:
  - One Primary (must have a photo e.g. a driver’s license, passport) and
  - One Secondary (e.g. student ID card).
- More details on accepted ID and their points are available [here](#).

**Section 7: Signature**
- Complete using your finger (on mobile phone) or mouse (Desktop/Laptop).

| Step 4: | |
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| 4. It can take 24-72 hours for a NCC to be processed. Once you receive your NCC, please upload a copy of the NCC certificate to InPlace. | ☐ |

| Step 5: | |
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| 5. Disclosable Court Outcomes | ☐ |

**If you have Disclosable Court Outcomes, please complete the following forms available from [www.canberra.edu.au/placement](http://www.canberra.edu.au/placement):**

- i. NSW Health Student Risk Assessment Form
- ii. UC Consent for the Release of Police Records Form
- iii. ACT Health Police Check Release Form

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**PLACEMENT OFFICE**

**Location**
Student Central, Building 1, Level B

**Reception Hours**
10am-1pm Monday – Thursday
Outside these hours please contact the Placement Office via phone or email

**Contact**
Phone: +61 (0)2 6201 2830
Fax: +61 (0)2 6206 8864
Email: PlacementOffice@canberra.edu.au
Website: [www.canberra.edu.au/placement](http://www.canberra.edu.au/placement)