

## HOW TO COMPLETE THE AFP NATIONAL POLICE CHECK (NPC) APPLICATION

<b>Step 1:</b>	Go to the Australian Federal Police <a href="#">National Police Check website</a> for information.	
<b>Step 2:</b>	You can apply online or download the PDF (Offline Application Form) application at the <a href="#">Online NPC Application Portal</a> .	
<b>Step 3:</b>	Complete the form. Use the steps below for both the online and offline (PDF) applications.	
	1.1 Proof of Identity	Select the identity documents you will be uploading (minimum 100 points)
	2.1 Applicant Details	Complete your personal details
	2.2 Email Address	Enter your email address
	2.3 Purpose of Check	For Purpose Type, select "Commonwealth Employment/Purpose For Purpose of Check select "Code 37 care of children/intellectually disabled/Aged care staff/Volunteers"
	2.4 Request for Hard Copy	Select the box if you wish to also receive a hard copy of your certificate (you will be emailed a digital copy)
	3.1 Applicant Consent	Read and agree to the Terms & Conditions
	4.1 Identification Documents	Upload scanned files of the documents you selected in Section 1.1
	5.1 Applicant Details	Review application details Provide place of birth details and daytime contact number Provide previous name details (if relevant)
	6.1 Current Residential Address	Provide current residential address
	6.2 Mailing Address	Provide mailing address
	7.1 Confirm Details	Review and confirm your application details
	8.1 Almost there	Provide credit card details for payment (it is the students' responsibility to meet the cost of the police check. Current costs can be found <a href="#">here</a> )
<b>Step 4:</b>	If using the PDF (Offline Application Form) application, mail to the AFP, details available at <a href="#">Submitting your Application</a> .	
<b>Step 5:</b>	Once you receive your NPC, please upload the NPC certificate to InPlace in PDF format.	
<p>If you have Disclosable Court Outcomes, please complete the following forms (available from <a href="https://www.canberra.edu.au/future-students/start-at-uc/placement-requirements/national-criminal-history-check">https://www.canberra.edu.au/future-students/start-at-uc/placement-requirements/national-criminal-history-check</a>) and upload them to InPlace with your NPC</p> <ul style="list-style-type: none"> <li>i. UC Consent for the Release of Police Records Form</li> <li>ii. ACT Health Police Check Release Form</li> </ul> <p>Please note: If you are allocated to a NSW Health placement you will also need to complete the NSW Health Student Risk Assessment Form</p>		

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