

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



Step 1:		Checklist
1.	Go to the <a href="#">National Crime Check</a> for information about the National Criminal History Check.	<input type="checkbox"/>
Step 2:		
2.	You can apply online through the following <a href="#">Application Form</a> .	<input type="checkbox"/>
Step 3:		
3.	Complete the form.	<input type="checkbox"/>
	<b>Section 1:</b> Type of check required Enter your: Full Name. Email address. Mobile Number (Optional). <b>Check Type:</b> If you are required to have a WWVP card answer = Yes. if you're not required to have a WWVP card answer = No. <b>Drop down box for Check Type:</b> Unpaid Work Experience. <b>Position/Job Title:</b> University Student.	<input type="checkbox"/>
	<b>Section 2:</b> 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.	<input type="checkbox"/>
	<b>Section 3:</b> 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'.	<input type="checkbox"/>
	<b>Section 4:</b> Payment Complete.	<input type="checkbox"/>
	<b>Section 5:</b> Details Enter Date of Birth details. Enter current and previous residential addresses for the past 5 years. <b>International students:</b> the current residential address must be an Australia address, but then please list international addresses.	<input type="checkbox"/>
	<b>Section 6:</b> 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 <a href="#">here</a> .	<input type="checkbox"/>
	<b>Section 7:</b> Signature Complete using your finger (on mobile phone) or mouse (Desktop/Laptop).	<input type="checkbox"/>
Step 4:		
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 <a href="#">InPlace</a> .	<input type="checkbox"/>
Step 5:		
5.	Disclosable Court Outcomes	<input type="checkbox"/>
<b>If you have Disclosable Court Outcomes, please complete the following forms available from <a href="http://www.canberra.edu.au/placement">www.canberra.edu.au/placement</a>:</b>		
i.	NSW Health Student Risk Assessment Form	<input type="checkbox"/>
ii.	UC Consent for the Release of Police Records Form	<input type="checkbox"/>
iii.	ACT Health Police Check Release Form	<input type="checkbox"/>

## 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](mailto:PlacementOffice@canberra.edu.au)  
**Website:** [www.canberra.edu.au/placement](http://www.canberra.edu.au/placement)