

# HOW TO COMPLETE A NATIONAL POLICE CHECK (NPC) APPLICATION



Step 1:		Checklist
1.	Go to the Australian Federal Police <a href="#">National Police Check website</a> for information about the police check.	<input type="checkbox"/>
Step 2:		
2.	You can apply online or download the PDF (Offline Application Form) application at the following <a href="#">Online NPC Application Portal</a> .	<input type="checkbox"/>
Step 3:		
3.	Complete the form. Use the steps below for the PDF application, use as similar for the Online Application.	<input type="checkbox"/>
	<b>Section 1:</b> Type of check required Tick Check Box for "Name Check Only" <b>For online:</b> <i>Purpose Type</i> select "Commonwealth Employment/Purpose" then for <i>Purpose of Check</i> select "Code 37 Care of children/Intellectually disabled/Aged care staff/Volunteers"	<input type="checkbox"/>
	<b>Section 2:</b> Fingerprints (Optional) Not Applicable	<input type="checkbox"/>
	<b>Section 3:</b> Details of Applicant Complete	<input type="checkbox"/>
	<b>Section 4:</b> Other names you have used Complete (if relevant)	<input type="checkbox"/>
	<b>Section 5:</b> Current & Previous Residential Addresses Complete	<input type="checkbox"/>
	<b>Section 6:</b> Mailing Address for Police Certificate Complete	<input type="checkbox"/>
	<b>Section 7:</b> Payment details Complete It is the students' responsibility to meet the cost of the police check. Current costs can be found <a href="#">here</a> .	<input type="checkbox"/>
	<b>Section 8:</b> Purpose of Check Select code number 37 ( <i>not applicable for Online Application</i> )	<input type="checkbox"/>
	<b>Section 9:</b> Applicant's Consent Sign form	<input type="checkbox"/>
	<b>Attachments</b> Complete all sections applicable and provide copies of relevant identification documents and attach	<input type="checkbox"/>
Step 4:		
4.	If using the PDF (Offline Application Form) application, scan or mail to the AFP, details available here <a href="#">Submitting your Application</a> .	<input type="checkbox"/>
Step 5:		
5.	It can take up to 6 weeks for a NPC to be processed. Once you receive your NPC, please upload a certified copy of the NPC certificate to <a href="#">InPlace</a> .	<input type="checkbox"/>
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> :		
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)