

GUIDE TO COMPLETING A NATIONAL CRIME CHECK



TO COMPLETE A NATIONAL CRIME CHECK YOU HAVE A FEW OPTIONS TO CHOOSE FROM



1 ONLINE VIA NATIONAL CRIME CHECK

You can complete a National Crime Check online by visiting nationalcrimecheck.com.au and clicking on 'Start A New Police Check'

To prove your identity, you need to provide a Selfie Photo as well as four different types of identification documents:

- One document that shows the date you were born or arrived in Australia which is called a Commencement Document.
- One document that proves your identity which is called a Primary Document.
- Two other documents that support your identity which are called Secondary Documents.

See the next page for a list of identification documents that Australia Post require as a guide. Make sure the four documents show your full legal name and date of birth and one of the documents needs to have a photo of you, such as a passport or driver's licence.

2 YOUR LOCAL POLICE STATION

You can also complete a crime check by visiting your local police station, placing an order and manually filling in your form.

Most results typically take several days to be returned - please note online applications are generally processed much quicker.

You will receive a hard copy, which you may need to scan and reproduce in order to post or supply to a requesting party.

Please note, if there is a need to ask a police officer for help and they need to deal with higher priority tasks, you may need to wait to be served.

To prove your identity, for all applications you will need to present identification documents similar to the documents on the following page.

3 ONLINE OR IN-STORE AT AUSPOST

You can complete a Police Check online by visiting your local **Australia Post store** as well as online on their website auspost.com.au/police-checks

To prove your identity, for all applications you will need the documents listed on the following page.

If you are applying in-person instore, you will also need to complete an Application for National Police Check form which is available on the above link for downloading.

IDENTIFICATION DOCUMENTS

Each option on the previous page will require you to provide ID documents. The below table shows the requirements for Australia Post as an example, who require 4 ID documents in total from the list below. All 4 must be hardcopy originals [digital copies not accepted] and must not be expired.

Category of ID	ID to apply online	ID to apply at the Post Office
<p>Category 1</p> <p>Choose at least 1 document from category 1</p>	<ul style="list-style-type: none"> Australian Birth Certificate (not an extract or birth card) Australian Passport ImmiCard Australian Citizenship Certificate Valid Australian Visa⁴ (with current Foreign Passport) 	<ul style="list-style-type: none"> Australian Birth Certificate (not an extract or birth card) Australian Passport ImmiCard Australian Citizen Certificate <p>NOTE: Valid Australian VISA (with current Foreign Passport) cannot be used as Category 1 proof of identity when applying at the Post Office</p>
<p>Category 2</p> <p>Choose at least 1 document from category 2</p>	<ul style="list-style-type: none"> Australian Driver Licence, Learner Permit or Provisional Licence Foreign Passport (with current Australian Visa or Visa Grant Notice) Australian Government Issued Proof of Age Photo ID Card Firearms Photo ID Licence (not Minor or Junior Permit/Licence) 	
<p>Category 3</p> <p>Choose at least 2 documents from category 3</p> <p>OR</p> <p>Make up the remaining 2 documents with any unused documents from categories 1 and 2</p>	<ul style="list-style-type: none"> Medicare Card Working with Children Check Photo ID Card Security Guard or Crowd Control Photo Licence Pensioner Concession Card Government Issued Health Care Card Commonwealth Seniors Health Card Department of Veteran's Affairs Card Australian Tertiary Student Photo ID Card Financial Institution issued Debit or Credit Card 	<ul style="list-style-type: none"> Medicare Card Security Guard or Crowd Control Photo Licence Pensioner Concession Card Government Issued Health Care Card Commonwealth Seniors Health Card Department of Veterans' Affairs Card Australian Tertiary Student Photo ID Card Financial Institution issued Debit or Credit Card <p>NOTE: Working with Children Check Photo ID Card cannot be used as proof of identity when applying at the Post Office</p>

Be sure to check that all of your details across your identity documents match what you've provided in your application. If your maiden name or previous name doesn't match, you'll need to provide change of name documentation.

TYPE OF CLEARANCE - EMPLOYMENT OR VOLUNTEER?

Across all sites, when filling in your application, ensure you are selecting the 'Employment' option as this will get you the required criminal history clearance.

If you are experiencing trouble completing your police check please contact the GRSA office on 8243 7100.