



RA

HOW TO COMPLETE THE NATIONAL POLICE CHECK (APPLICATION)

Step 1:	Go to the National Police Check website for information.
Step 2:	Complete the (Application Form) application on the NPC Application Portal .
Step 3:	Submit your online and offline (PDF) applications. Documents you will be uploading (minimum 100KB)
	Personal details
	Address
	Employment/Purpose of check select "Code 37 care of intellectually disabled/Aged care staff/Volunteers"
	Check box if you wish to receive a hard copy of your certificate (you will be emailed a digital copy)
	Read and agree to the Terms & Conditions
	Upload scanned files of the documents you selected in Section 2
	Review application details
	Provide place of birth details and daytime contact number
	Provide previous name details (if relevant)
	Current residential address
	Current mailing address
	Confirm your application details
	Provide details for payment of the students' fee (the cost of the police check. Current costs are available here)
Step 4:	Submit your application to the AFP, details available at Submitting your Application

Careers/JC Placement Team
 1C42 (above the Refectory)
 University of Canberra
 Bruce ACT 2617

Phone: +61 (0)2 6201 2860
 Email: Placements@canberra.edu.au
 Website: www.canberra.edu.au/placement