

INSTRUCTIONS FOR APPLICANTS

1. Ensure appropriate application form is completed:
 - Form P799 (Standard Disclosure) for general employment, visa, adoption, some occupational licensing purposes and for volunteers working in Commonwealth supported aged-care facilities.
 - Form P800 (Full Disclosure) for purposes exempt from the NSW Criminal Records Act 1991, including employment as a teacher or teachers aide overseas (ONLY).
2. Complete sections A, B and C in black or blue ink using **BLOCK LETTERS** or in black or blue ink using **BLOCK LETTERS**. Place one character per space leaving a space between each word.
3. Contact the NSW Police station nearest your place of residence to organise a time and location to submit the application form. Applicants must notify police prior to attending the station if fingerprints are required for visa or adoption purposes. (Individuals applying via Registered Organisations should submit forms directly to authorised Registered Organisation personnel).
4. Present application form and three (3) types of acceptable identification to the nominated police station at the allocated time.
5. Pay the appropriate fee. Fees as at March 2006 are:
 - *Name and date of birth* check (\$52)
 - *Name, date of birth and fingerprint* check (\$175)
6. Applicants with more than three (3) previous/alias names must complete Form P826 - *Additional information for NCHRC purposes* and present to NSW Police Force or Registered Organisation personnel when submitting application.

Note: Applications cannot be processed if required for child-related employment purposes. Details on obtaining a *Working with Children Check* may be obtained from the NSW Commission for Children and Young People at www.kids.nsw.gov.au.

COMPLETING APPLICATION FORM:

Section A: Applicant details

Provide the following details in the spaces provided:

- Full name (including middle name), date of birth, town or city of birth and gender.
- All previous names or aliases by which you are, or have formerly been known, including maiden name.
- Details of your current and previous residential address.
- Details of identification types that confirm your identity.

Applicants must list three (3) types of acceptable identification from the list below. Identification must be current and should include at least one type of photographic ID and identification that contains a signature and date of birth. Applicants must record in the space provided the identification type and number (if applicable). Acceptable types of identification are:

Passport	Drivers Licence	Certificate of Marriage or Change of Name	Govt issued identity card
Birth Certificate	Citizenship Certificate	Medicare / Private health care card	Credit card
Student identity card	Union/Professional membership card	Senior Citizen / Govt concession card	Rates notice
Govt issued license	Photographic employee identity card	Utility account (eg electricity, gas, telephone)	Govt. issued proof of age card

Section B: Purpose of check

Applicants must:

- Select the *Name and date of birth* check box for general employment or licensing purposes OR
- Select the *Name, date of birth and fingerprint* check box if required for visa or adoption purposes AND the overseas country or adoption organisation has requested a fingerprint check.
- Indicate whether the check is for employment, licensing, visa or adoption purposes.
- Provide specific details of the purpose of the check. For example checks for employment purposes must include the type of occupation (eg cleaner, electrician or student placement); licensing checks must nominate the type of licence (eg boat licence); visa applications must include the country for which the visa is required (eg Canada).

Section C: Consent

By completing the Consent section, the applicant agrees to the following:

"I hereby consent and do request NSW Police Force and other Australian police agencies to release, to the person or organisation specified herein, information held by any of them regarding any convictions, findings of guilt, either with or without conviction, and any matters still outstanding against me and any other matters deemed relevant which are recorded against me, whether in my current name or a previous name (hereinafter referred to as 'Such Information')."

In consideration of carrying out my request, I hereby release and agree to fully indemnify officers of the CrimTrac Agency, other Australian police agencies and the State of New South Wales, its servants and agents including all members of the NSW Police Force against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by me or by any body or person by reason of or arising out of the release of Such Information.

I acknowledge that any information obtained as part of the national criminal history record check may be used by Australian police agencies for law enforcement purposes; including the investigation of any outstanding criminal offences."

*Applications will not be processed if consent section is incomplete. Applicants **MUST** provide the name and address of the individual or organisation to which the National Police Certificate is to be released. No copies of the National Police Certificate will be issued.*

Section D: Official use only

Items 1-7 to be completed by NSW Police Force or authorised Registered Organisation personnel ONLY.

1. Confirm the identity of the applicant by sighting three (3) acceptable types of identification (see above).
2. Ensure the applicant has completed the correct NCHRC application form. (see above).
3. Record the date application was processed.
4. Record the police station cost centre number or Registered Organisation customer number.
5. Select appropriate fee category. (Police must select Individual category, Registered Organisations must select Commercial).
6. Record the name of the Police Station (or Registered Organisation) at which the application was processed.
7. Record the employee number of police or Registered Organisation personnel processing application.

Items 8-9 must also be completed by NSW Police Force personnel when processed via a police station

8. Record the fee collected from the applicant.
9. Record the general/miscellaneous receipt number issued to the applicant.