



South Australia Police National Police Check Application



Government
of South Australia

The attached form is an application for a National Police Check with South Australia Police.

- PLEASE READ THE BELOW IMPORTANT INFORMATION BEFORE PROCEEDING -

APPLYING TO WORK OR VOLUNTEER WITH CHILDREN:

If you are applying to work or volunteer with children, you **MUST** apply for a child-related employment screening check through the South Australian Department of Human Services (DHS). SAPOL cannot process these applications.

Phone: 1300 321 592

APPLYING FOR AN AUSTRALIAN VISA FOR IMMIGRATION PURPOSES; OR SEEKING EMPLOYMENT WITH A COMMONWEALTH GOVERNMENT AGENCY:

If you are applying for an Australian visa for immigration purposes, or seeking employment with a Commonwealth Government Agency, you **MUST** apply through the Australian Federal Police. SAPOL cannot process these applications.

Phone: (02) 6140 6502

APPLYING TO BECOME AN ACCREDITED PASSENGER VEHICLE DRIVER E.G. TAXI DRIVER / BUS DRIVER:

If you are applying to become an accredited passenger vehicle driver, e.g. taxi driver or bus driver, you **MUST** apply through the Department of Planning, Transport and Infrastructure Accreditation and Licensing Centre. SAPOL cannot process these applications.

Phone: 131 084

PROOF OF NAME CHANGE:

When providing proof of identification under multiple names (including married names, change of name) you **MUST** provide proof of name change, otherwise the application cannot be processed. Examples include: Marriage Certificate, Change of Name Certificate or Deed Poll.

DISPUTING YOUR NPC:

If you believe that any of the information contained on your NPC does not belong to you, please contact the Information Services Branch on (08) 7322 3347. A member of the NPCs team will assist you in resolving your dispute. Please do not lodge a Freedom of Information application.



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CONTACT DETAILS

Home Telephone

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Work Telephone

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Mobile Telephone

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DRIVER'S LICENCE

Driver's Licence No.

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State

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GENDER*

- Male Female Intersex

PURPOSE OF CHECK*

Position Title, Occupation or Position Being Sought

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Proposed Place of Work (Name of Organisation or Type or Workplace)

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Location of Employment (Town and State/Territory, or Country if Not Australia)

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Will you have contact with Vulnerable Groups?*

Vulnerable groups are defined as:

a) an adult who is:

- (i) disadvantaged or in need of special care, support, or protection because of age, disability, or risk of abuse or neglect, or
- (ii) accessing a service provided to disadvantaged people

- Yes. I will have **unsupervised** contact with vulnerable groups.
- Yes. I will have **supervised** contact with vulnerable groups.
- No. I will **not have any contact** with vulnerable groups.

CATEGORY*

- Employment Visa to Travel/Work Outside of Australia
- Probity Licensing

CHECK TYPE*

- Individual (I) Individual Concession (IC)
- VOAN Volunteer (VC) Volunteer (VP)

FINGERPRINTS (Only Livescan prints accepted)

Livescan Fingerprints required (additional fee)

Livescan Reference Number: _____

- NPC and Fingerprints must be paid for together.
- Livescan Reference number must be recorded on this form.
- Refer NPC FAQ's for Livescan locations and additional Fingerprint information.



CONSENT

- I certify that the applicant details I have provided on this form are true and correct. I hereby consent to the release of full details of any person history and any other relevant information including pending charges or outstanding warrants that any Australian State / Federal / Territory Police or Law Enforcement Agency may have in its possession with reference to me. I understand this may include any spent convictions if there is an applicable exclusion under Schedule 1 of the Spent Convictions Act 2009 or any interstate or federal spent or rehabilitated convictions (however described) under legislation of that State / Territory / Federal jurisdiction.
- I discharge and agree to indemnify and hold harmless the State of South Australia, each of the Australian States / Federal / Territory Police or Law Enforcement Agencies and their employees, servants and agents from and against all claims, demands, actions, law suits, proceedings, costs and damages whatsoever arising out of, or in any way connected with, the release or use of the information.

Applicant Signature: _____ Date: ____/____/____

Guardian Signature: _____ Date: ____/____/____
(if applicant is under 16 years of age)

VOLUNTEER AUTHORITY - Appropriate Section Must Be Completed By Organisation

VOAN (Volunteer Organisation Authorisation Number)

I declare the applicant named on this form is an unpaid VOAN volunteer and the fee is to be paid by the South Australian Government:

VOAN: _____ Organisation: _____ Date: ____/____/____

Authorised Officer's Name: _____ Position: _____

Authorised Officer's Signature: _____ Phone Number: _____

--- OR ---

VOLUNTEER (Reduced Fee)

I declare the applicant named on this form is an unpaid volunteer and is eligible to pay the reduced fee:

Volunteer Organisation: _____ Date: ____/____/____

Authorised Officer's Name: _____ Position: _____

Authorised Officer's Signature: _____ Phone Number: _____

PROOF OF IDENTITY (100 Point ID - at least one form of ID from Category A required)

The applicant is required to present **original ID documents** for certification. A photocopy of the documents **must be cited and provided with this application form**. Please provide ID in one name, otherwise a proof of name change (Marriage Certificate, Deed Poll etc.) is required.

CATEGORY A	POINT VALUE	CATEGORY B	POINT VALUE
<input type="checkbox"/> Passport (current or expired within 2 yrs but not cancelled) <input type="checkbox"/> Birth Certificate (not Extract) <input type="checkbox"/> Citizenship Certificate	70	<input type="checkbox"/> Public Service Employee ID Card <input type="checkbox"/> Tertiary Education ID Card <input type="checkbox"/> Firearms Licence	40
		<input type="checkbox"/> Centrelink Card <input type="checkbox"/> Veteran Affairs Gold Card <input type="checkbox"/> Security Licence (CBS)	
<input type="checkbox"/> Driver's Licence (including foreign licence) (current or expired within 2 yrs)	40	<input type="checkbox"/> Mortgage Documents <input type="checkbox"/> Proof of Age Card <input type="checkbox"/> Medicare Card <input type="checkbox"/> Council Rates Notice	35
		<input type="checkbox"/> Land Title Records <input type="checkbox"/> Motor Vehicle Registration <input type="checkbox"/> Seniors Card <input type="checkbox"/> Electoral Enrolment Card	
Value of Points = _____		<input type="checkbox"/> Insurance Renewal (not Health Insurance) <input type="checkbox"/> Bank Statements (cannot be used if Credit/Bank/Debit card is from same account) <input type="checkbox"/> Bank/Credit/Debit Cards (maximum <u>two</u> cards from different institutions)	25
		<input type="checkbox"/> Rent Records (< 6 months old) <input type="checkbox"/> Proof of name Change (e.g. Deed Poll, Marriage Certificate) <input type="checkbox"/> Utility Accounts (only one < 6 months old)	

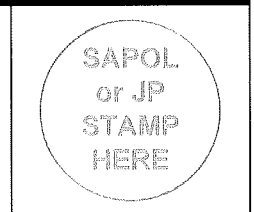
AUTHORISATION: SAPOL Employee Justice of the Peace Commissioner For Taking Affidavits (Tick appropriate box)

I have witnessed the applicant's signature and am satisfied as to the correctness of the applicant's identity as per the attached certified identification documentation.

Name: _____ ID Number: _____ Signature: _____

Date: ____/____/____ Fee Paid: (if applicable) \$ _____ Receipt Number: _____

Please return authorised PD267 form to VOAN applicants for endorsement by VOAN organisation.





NATIONAL POLICE CERTIFICATE

FREQUENTLY ASKED QUESTIONS



Government
of South Australia

Q: What is a National Police Certificate (NPC)?

A: An NPC provides a national summary of an individual's disclosable offender history. It is generally requested by organisations for the purpose of employment (paid and unpaid), licences and overseas visas.

Q: I require a clearance to work and/or volunteer with children. Can I apply through South Australia Police?

A: No. You must apply for a clearance through the Department of Human Services (DHS).

Q: I am applying for permanent residency/citizenship in Australia. Can I apply through South Australia Police?

A: No. Any individual applying for Australian residency or an immigration visa must apply through the Australian Federal Police: www.afp.gov.au.

Q: I am an Australian citizen and wish to apply for an overseas visa. Can I apply through South Australia Police?

A: Yes. Embassies will accept NPCs from Australian citizens seeking residency or travel visas. However, fingerprints may also be required. It is recommended that you make enquiries with the pertinent embassy before applying for an NPC.

Q: I currently reside overseas. Can I apply through South Australia Police?

A: No. Individuals residing overseas should apply through the Australian Federal Police: www.afp.gov.au.

Q: I currently reside interstate. Can I apply through South Australia Police?

A: No. Individuals residing outside of South Australia must apply through an ACIC-accredited or police agency within their own state.

Q: How do I apply for an NPC?

A: Download an online PD267 National Police Check Application pdf from the SAPOL website: www.police.sa.gov.au.

Applicants can attend a police station in person with the completed application form, original identification (ID) documents, and payment (refer to Fees on Page 4). A South Australia Police employee will witness your signature, certify a photocopy of your ID, authorise the PD267 form, and despatch your application to the Information Release Unit (IRU) for processing.

Applicants who are unable to complete the application form online can attend a police station to request a hard copy form. Please print clearly in BLOCK letters with black or blue ink.

Applicants who qualify for a free police check under the VOAN (Volunteer Organisation Authority Number) scheme must return the completed form and certified ID to the approved organisation's Authorised Officer for endorsement. (Refer to Page 3 for more details).

Q: How do I meet the 100 Point Identification Proof of Identity requirement?

A: Applicants must meet the Proof of Identity requirement by having **originals** of the following documents **sighted**, and then **photocopied, certified and attached to this Application form**:

- Two 'Category A' documents, or
- One 'Category A' document and one or more 'Category B' documents, until the minimum total of 100 points is established.

Applicants must provide ID in **one name**. If ID is provided across two or more names, proof of name change is required (e.g. Marriage certificate).

Applicants under 16 years of age must provide two forms of ID, including at least one 'Category A' document. The parent/guardian must also produce one form of 'Category A' identification.

All documents must:

- Be originals, and not extracts or uncertified photocopies
- Be current (where applicable)
- Incorporate a signature and/or photograph that can be positively matched to the applicant, and
- Include one document that contains a current residential address.

Q: Who is authorised to certify my 100 Points of Identification?

A: A member of South Australia Police, a Justice of the Peace, or a Commissioner for Taking Affidavits is authorised to certify an individual's 100 Points of Identification.

Q: Why do I have to sign the consent section?

A: South Australia Police cannot undertake a national police check without the expressed, written consent of an individual. If the consent section is not signed, the application form will be returned to the applicant for completion.

Q: Why do I have to state the purpose of the police check?

A: The purpose of check is required for South Australia Police to meet legislative obligations. It determines the level of disclosure required, in line with the *Spent Convictions Act 2009* (SA), and is displayed on an applicant's NPC.

The purpose of check must be as specific as possible, and include answers to all of the mandatory fields.

South Australia Police
NATIONAL POLICE CERTIFICATE
FREQUENTLY ASKED QUESTIONS

Q: What will show on my NPC?

A: Information displayed on an NPC includes the following:

Personal Information	Offender History Information	Other Information
<ul style="list-style-type: none"> • Name • Date of Birth • Residential Address • Postal Address 	<ul style="list-style-type: none"> • Proven court outcomes, including the offence titles, relevant court name, hearing date, and the penalty and/or sentence imposed • Pending matters, including the offence titles, relevant court name, and the next hearing date • Adjourned matters, including the offence titles, relevant court name, and the last hearing date • Active Warrants 	<ul style="list-style-type: none"> • Purpose of check • Category of check • Organisational Reference No.

Q: Can I apply to have my offender history record deleted?

A: There is no legislation in South Australia that permits, or requires the deletion of an individual's offender history. The *State Records Act 1997 (SA)* prohibits the inappropriate destruction of information unless instructed by a specific retention/disposal ruling. All offender history details are classified for permanent retention.

Under the *Spent Convictions Act 2009 (SA)*, you may be eligible to apply to a Qualified Magistrate to have your offence exempt from being released on an NPC for certain purposes. For further information, contact the Adelaide Magistrates' Court on telephone (08) 8204 2444.

Q: How does South Australia Police determine what information to release?

A: South Australia Police is bound by the *Spent Convictions Act 2009 (SA)* when determining what information to disclose on an NPC. Under the Act, information pertinent to the convictions of a person cannot be released if those convictions are deemed to be 'spent'.

A spent conviction is one that cannot be disclosed or taken into consideration for any purpose, save those detailed under **Schedule 1 - Exclusions** of the Act. Eligible convictions become spent following a ten year conviction and proven offence-free period for adults, and a five year conviction and proven offence-free period for juveniles.

The Act defines a conviction as:

- A formal finding of guilt by a Court, and
- A finding by a Court that an offence has been proved.

'Without Conviction' Offences

Amendments were made to the *Spent Convictions Act 2009 (SA)* in May 2013, which stipulate that outcomes where no conviction is recorded against the person will be taken to be immediately spent. These outcomes are no longer released on an NPC, but may be disclosed to Justice Agencies or Screening Units, as detailed in the Act.

There are certain convictions which can never be spent. These include, but are not limited to:

- Convictions for sex offences, unless the offence is an eligible sex offence, and
- Convictions where a sentence is imposed of more than 12 months imprisonment for an adult, or 24 months imprisonment for a juvenile.

Schedule 1 of the Act sets out a number of exemptions, where spent convictions can be released. Some examples of this include:

- The care of children
- The care of vulnerable people (including the aged and persons with a disability, illness or impairment), and
- Activities associated with statutory character tests for licensing.

Interstate offences are released in accordance with that State or Territory's spent conviction/rehabilitation legislation and/or policies. Intelligence-type information is not released.

The *Spent Convictions Act 2009 (SA)* can be viewed online at: <http://www.legislation.sa.gov.au>

Expanded Offender History Information Release Practices

The following organisations are authorised/legislated to receive all convictions and non-convictions (including, but not limited to, withdrawn, acquitted and dismissed court outcomes):

- Screening Units authorised under the National Exchange of Criminal History Information for Persons Working with Children Intergovernmental Agreement (ECHIPWC IGA).
- The Australian Health Practitioners Regulation Agency (AHPRA) for the screening of health practitioners under the *Health Practitioner Regulation National Law (South Australia) Act 2010*.
- SA Teachers Registration Board for the screening of teachers under the *Teachers Registration and Standards Act 2004*
- Department for Communities and Social Inclusion

South Australia Police
NATIONAL POLICE CERTIFICATE
FREQUENTLY ASKED QUESTIONS

Q: What is an eligible sex offence?

A: An eligible sex offence is an offence where a sentence of imprisonment has not been imposed.

Q: How do I have an eligible sex offence spent?

A: Contact the Adelaide Magistrates Court on telephone (08) 8204 2444.

Q: How do I apply to have spent convictions removed from my working with children, vulnerable or statutory character test NPC?

A: Contact the Adelaide Magistrates Court on telephone (08) 8204 2444.

Q: Who is eligible for a free police check?

A: Fee waivers only apply to unpaid South Australian volunteers working with approved Volunteer Organisation Authorisation Number (VOAN) organisations. The cost of VOAN police checks is funded by the South Australian Government. VOAN organisations qualify for volunteer fee waivers because they provide services to vulnerable groups within the community. The VOAN is a secure number and must remain confidential within an organisation to prevent fraudulent usage.

Q: What is the VOAN endorsement procedure?

A: South Australia Police requires the Volunteer Authority section on the NPC application form to be endorsed by a VOAN organisation representative **after** the applicant has had their application and a photocopy of their identification certified. The organisation then forwards the completed application to the Information Release Unit on behalf of the applicant. Further information and VOAN application forms can be obtained from the SAPOL website: www.police.sa.gov.au or by contacting the Information Release Unit on telephone (08) 7322 3347.

Q: How do I qualify for a volunteer reduced fee?

A: Individuals who volunteer for an organisation that does not qualify for a VOAN (free police check) are eligible to apply for an NPC and pay the Volunteer Reduced Fee. The Volunteer Reduced Fee section of the NPC application form needs to be filled out by an authorised person from the volunteer organisation, declaring that the applicant named on the form is an unpaid volunteer and is eligible to pay the reduced fee. The applicant can then take the application form to a police station to have their ID verified and pay the Volunteer Reduced Fee.

Q: Is there an age limit to obtain a NPC?

A: Applicants must be over 10 years old. If an applicant is under 16 years of age, their parent/guardian must countersign the application.

Q: How long will it take to process my request?

A: The standard timeframe to process an NPC is between 10 to 15 working days.

Q: How long is my NPC valid?

A: This depends on the policy of the organisation requiring the NPC. A certificate only reflects the completeness and accuracy of criminal history information on the date of issue.

Q: Can I apply for an NPC on behalf of someone else who lives in SA?

A: Individuals can only apply on behalf of someone if they hold Enduring Power of Attorney. Original documentation to verify this must be produced and sighted by a South Australia Police employee, a Justice of the Peace, or a Commissioner for Taking Affidavits. A certified copy must be attached to the PD267.

Q: How will my NPC be despatched?

A: Applicants may request that their NPC be mailed to a residential or postal address. Having an NPC posted is undertaken at an applicant's own risk. South Australia Police holds no responsibility for any loss or unauthorised access which may occur.

Q: What if the information on my NPC is incorrect?

A: In the first instance, contact the Information Release Unit by telephone (08) 7322 3347, to discuss the issue and seek a resolution. Please note that a dispute must be lodged within three months of receiving your certificate.

Q: Who owns the NPC?

A: The NPC is the property of the applicant, regardless of who paid for it. It is your responsibility to ensure it is safely stored. An organisation can retain a copy of an NPC with the expressed, written consent of the individual.

Q: Are all employers required to request a NPC from employees or volunteers?

A: Not all employers are required by law to request an NPC from employees or volunteers; however, many employers are bound by legislation or policy to conduct a national police check as part of their recruitment process. Employing bodies apply their own assessment for employment purposes, depending on their specific requirements. It is the responsibility of the employing organisation to identify a person's suitability for employment.

Q: How do I pay for my NPC?

A: We accept payment by cash, credit or debit card. Payment and lodgement can be made at your local police station.

South Australia Police
NATIONAL POLICE CERTIFICATE
FREQUENTLY ASKED QUESTIONS

Q: What is the cost of an NPC?

A: The fees listed below are adjusted annually in accordance with the Consumer Price Index. Concession eligibility requires proof of a current concession card, benefit or financial assistance payment, as detailed below.

Individual	\$63.50
Concession	
<ul style="list-style-type: none"> • State Concession Card or proof of emergency financial assistance provided by the Department of Human Services (DHS) • Full-time student identification card • Centrelink Pensioner Concession Card, Health Care Card, Commonwealth Seniors Health Card • Centrelink Newstart Allowance, Sickness Allowance or Disability Support Pension, or • Receipt of Centrelink financial hardship assistance: Crisis Payment, Special Benefit, Exceptional Circumstances Relief Payment. 	\$45.50
Volunteer	\$41.00
Volunteer (VOAN)	N/A
Fingerprints	\$131.00
Fingerprints & History Check (Individual fee)	\$193.00

Q: How do I apply for an NPC and Fingerprints?

A: NPC applicants requiring Fingerprints must attend a South Australia Police location with Livescan Fingerprint capabilities. (Refer to the table below for your nearest location).

- Both the NPC and Fingerprints must be paid for at the time of lodgement.
- When fingerprints are taken, the Livescan Reference Number is recorded on the NPC application form. This enables efficient tracking of Fingerprints and ensures the completed certificate displays the required caveat, confirming the applicant's fingerprints have been checked against normal fingerprint records.
- The completed NPC and fingerprints are despatched from the Information Release Unit.

SAPOL LIVESCAN FINGERPRINT LOCATIONS			
Adelaide CBD	Suburban Stations	Regional Stations	
Adelaide Police Station - Grenfell Street	Christies Beach	Berri	Murray Bridge
(by appointment)	Elizabeth	Ceduna	Pt Augusta
	Holden Hill	Cooper Pedy	Pt Lincoln
	Port Adelaide	Kadina	Victor Harbor
	Sturt	Mt Barker	Pt Pirie
		Mt Gambier	Whyalla

Q: How can I obtain further information?

A: Email: sapol.informationrelease@police.sa.gov.au
 Telephone: (08) 7322 3347
 Postal Address: Information Release Unit, South Australia Police, GPO Box 1539, Adelaide SA 5001
 Website: www.police.sa.gov.au
 Office Hours: 9:00am to 5.00pm, Monday to Friday