

application form (Instructions for Applicants).

The National Police Certificate will only be released to the person or organisation nominated in the consent at the address specified. No duplicates or copies will be released by the NSW Police for any purpose.

### **Submitting NCHRC application forms**

Applicants must contact the NSW Police station nearest their place of residence to organise a suitable time and location to submit the completed application form. Applicants must inform police prior to attending the police station if a *name, date of birth and fingerprint* check is required for visa or adoption purposes so that an officer may be assigned to take fingerprints.

Applications being submitted via NSW Police Registered Organisations should discuss application processes with authorised representatives of the organisation.

When submitting completed application forms individuals must:

- present the completed application form **in person**
- present the three (3) acceptable types of identification listed on the application form (original documents only)
- pay the appropriate fee
- submit fingerprints if required for visa or adoption purposes

Upon payment of the fee, NSW Police personnel will confirm the applicant's identity, issue a receipt and forward the application form (and if relevant a copy of the applicant's fingerprints) to the Criminal Records Section (CRS).

### **NCHRC fees**

National Criminal History Record Checking fees at March 1, 2005 are:

- *Name and date of birth* check: \$50
- *Name, date of birth and fingerprint* check: \$170

It is anticipated that non-child related volunteers will be able to obtain NCHRC services via NSW Police Registered Organisations in late 2005. A reduced fee will be offered when introduced.

### **Results of checks**

Results of the National Criminal History Record Check are presented in the form of a National Police Certificate. Only one certificate will be released to the person or organisation nominated in the consent section of each application form.

This certificate is based upon a check of the National Names Index (NNI) using the name, date of birth (and if applicable) fingerprints supplied by the applicant. Given that fingerprints are not taken by police services in Australia in all instances, it is possible that the NNI may contain information recorded against this person under another name or alias.

The certificate (issued in response to an application made on Form P799 -Standard disclosure or Form P800 -Full disclosure) must be read in the following context:

1. It will not contain any convictions of the applicant which are recorded under another name or alias, unless the applicant has disclosed same in the application or has therein submitted to a fingerprint comparison search.
2. It will not contain convictions that have yet to be recorded upon NNI, due to the unavoidable time lapse between the conviction by a court and the updating of the NNI.

3. Some offences are prosecuted by non-police organisations and consequently details of those convictions may not have been submitted to the NNI.

4. It will not contain any convictions of the applicant which, under a State or Commonwealth law, cannot be disclosed because they are deemed "spent convictions". (A Certificate sought in respect of convictions which under a State or Commonwealth law are not deemed to be "spent convictions" (that is, in respect of certain categories of employment or occupations) can only be obtained by submitting Form P800 -Full disclosure. Submission of Form P800 can only take place upon written approval of the Manager, Criminal Records Section.

Applicants should allow a minimum of ten (10) business days for *name and date of birth* checks and fifteen (15) business days for *name, date of birth and fingerprint* checks to be processed by the Criminal Records Section.

### **Security of information**

NSW Police will only release the National Police Certificate directly to the person or organisation nominated by the applicant ("the Recipient") on the following conditions:

1. The information contained therein must only be used by the Recipient for or in compliance of a lawful purpose and must not be disclosed to any other agency, entity or person without prior written consent of the applicant.

2. The Recipient must take all responsible steps to prevent unlawful or the unauthorised use or disclosure of the information provided.

3. The NSW Police will not be held liable for any unlawful or unauthorised use or disclosure of the information provided therein.

### **Disputing information on a National Police Certificate**

Employers and organisations receiving a National Police Certificate should discuss the content of the Certificate with the applicant to enable them an opportunity to verify or dispute the record.

Applicants who dispute information recorded on the National Police Certificate should complete Form P827 *Disputing criminal record information* and forward the completed form to the NSW Police, Criminal Records Section, Criminal Record Integrity Team, Locked Bag 5102, Parramatta, NSW, 2124.

Requests should specify the offences or information in dispute, provide supporting information to assist the assessment and be prepared to provide comparison fingerprints. No fee will be charged for taking the comparison fingerprints. Fingerprints will be destroyed by the Criminal Records Section upon resolution of the dispute.

### **Further information**

Further information on National Criminal History Record Checking, is available at [www.police.nsw.gov.au](http://www.police.nsw.gov.au) or through the NSW Police Criminal Records Section on (02) 88357888.