

# HOW DO I APPLY FOR A NATIONAL POLICE CHECK (NPC)

## WHY DO I NEED AN AUSTRALIAN NATIONAL POLICE CHECK (NPC)?

It is a mandatory requirement of NSW Health student compliance assessment.

## HOW DO I APPLY FOR AN NPC?

You must obtain an NPC from a State Police Service of the state in which you reside; **or** from an [ACIC Accredited Body](#).

For NSW residents: visit [NSW Police](#).

For ACT residents: visit [Australian Federal Police \(AFP\) check](#) – apply for the standard check and NOT a fingerprint check. Read all Instructions carefully before applying.

## WHAT MUST BE INCLUDED ON MY NPC?

Your NPC must state that it is a National or Australia-wide criminal record check.

It must include your **full LEGAL name**, date of birth, street address, and any disclosable court outcomes.

The name on your NPC **must match** exactly the name you are enrolled under and the name that appears on your Student ID card.

## WHAT IS THE COST?

The average cost ranges between \$25 and \$99. A name and date of birth or volunteer NPC is required, not a fingerprint option.

## HOW LONG BEFORE I RECEIVE MY NPC?

Depending on who you apply through will determine how long it will take. Some can take up to 48 hours, while others may take 10-12 business days. You will receive your NPC either in the mail or via email as an attachment.

## WHEN DOES MY POLICE CHECK (NPC) EXPIRE?

For the purposes of NSW Health student compliance, expiry depends on date of issue:

Date of issue on or after 14 January 2019: your NPC is valid for five (5) years

Date of issue prior to 14 January 2019, your NPC is valid for three (3) years.

NSW Health will only accept NPC with an issue date after 14th Jan 2019. NPCs with less than 3 months. If you have one of these, apply for a new NPC.

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## NEED FUTHER HELP?

[studentcompliance@westernsydney.edu.au](mailto:studentcompliance@westernsydney.edu.au) | [Student Compliance Resources](#)



#### WHAT IF I RECEIVE A HARD COPY NPC?

Usually, NSW Police issues NPCs in a hard copy format.

You will need to scan all pages of the original document in colour. If it has become unreadable or the security features of the document are damaged, you will need to apply for a new one,

#### WHAT IF I RECEIVE MY NPC ONLINE OR EMAIL?

- Keep the original email with all attachments
- You are responsible for checking it can still be verified online - many NPCs issued online require the organisation who needs the NPC to verify it online for it to be considered valid. NOTE: many NPC providers destroy online data 3 months after issue date, and legislation requires that all NPC providers destroy their data 12 months after issue date.
- If your NPC can't be verified online and you no longer have the original email, you will need to purchase a new one for the purpose of NSW Health student compliance assessment.

#### WHAT IF I HAVE CHANGED MY NAME?

If you have changed your name, you can either provide a copy of a change of name/marriage certificate or purchase a new police certificate in your new name. Make sure that your Student ID reflects your official name change. Any change of name evidence will need to be verified by NSW Health, so please include this with your compliance documents. This information can be found on [NSW HETI's](#) website.

#### WHAT IF MY NPC EXPIRES BEFORE I FINISH MY STUDIES?

If your NPC expiry date is prior to when you expect you complete your studies, you will need to apply for a new one and submit it to both Student Services Hub and NSW Health for renewal of your NPC compliance.

Full information on how to do this is available in the 'How To Guides' section on the [Student Compliance Resources](#) webpage.

#### DO I NEED AN NPC IF I'M AN INTERNATIONAL STUDENT?

YES. International Students are required to provide BOTH an Australian NPC **and** a police check from their country in English or complete a Statutory Declaration

[https://www.heti.nsw.gov.au/\\_data/assets/pdf\\_file/0007/473173/Overseas-Student-Statutory-Declaration.pdf](https://www.heti.nsw.gov.au/_data/assets/pdf_file/0007/473173/Overseas-Student-Statutory-Declaration.pdf)

#### I HAVE MY NPC, WHAT NEXT?

Keep it in a safe place! The University does not keep a copy and you will need to present it more than once during your program of study.

**DON'T FORGET! RECORD YOUR DATE OF ISSUE AND EXPIRY SO YOU CAN APPLY FOR A NEW NPC IF IT RUNS OUT DURING YOUR PROGRAM OF STUDY.**

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