

Information for Candidates

How to apply for a National Police Check (NPC) (also known as a Nationally Coordinated Criminal History Check NCCHC)

1. Why am I being asked to provide a National Police Check?

UNE is committed to providing a safe environment for their staff, students and visitors. That is why when we are hiring new staff, we want to make sure we have done everything possible to minimise potential risks to the organisation, such as fraud, theft or other criminal activity.

If you are deemed the successful candidate for a position, you will be asked to provide a current National Police Check as part of the required documentation during the on-boarding process and will not be permitted to commence the role until the police check has been received and assessed against the inherent requirements of the job by the Chair or Hiring Manager and recommendations have been approved by People and Culture.

Note: If you do have a criminal record, you will NOT be automatically disqualified (unless the law makes it illegal).

2. What is a National Police Check?

A National Police Check (NPC) is also known as a Nationally Coordinated Criminal History Check (NCCHC), both terms are used to describe a background check that searches through the Australian criminal database and compiles all the releasable criminal records of a person. The details released in a National Police Check can be either [Disclosable or a No Disclosable Court Outcomes](#)

3. How do I apply for a National Police Check?

The Australian Criminal Intelligence Commission (ACIC) has accredited a number of organisations to help you apply for and submit a National Police Check. The following link will direct you to one of these accredited organisations in this case, Services NSW, however you can also apply via the Police department in the state in which you reside.

- a. Click on this link [National Police Check](#)
- b. Complete the application and informed consent form
- c. Provide ID documentation (see below for details on the identity document required)
- d. ID verified
- e. Accredited body submits check into Australian Criminal Intelligence Commission (ACIC) system
- f. Check result issued to applicant via accredited body

4. What Identity documents will I need to provide?

You will be asked to provide four (4) identity documents to verify your identity. The types of identity documents required are:

- One commencement of identity document (such as a full Australian Birth Certificate)
- One primary use in the community document (such as a current Australian driver's licence)
- Two secondary use in the community document (such as Medicare card and bank or credit card)

For further information about the required identity documents please refer to [Australian Criminal Intelligence Commission ACIC](#)

5. What does informed consent mean?

Informed consent means they have read and understood how their personal information and related police information will be handled and disclosed and that they permit UNE to use the results of their police check to assess their suitability for the role they have applied for.

6. How much does it cost to obtain a National Police Check?

A standard check costs \$54.50 payable via credit card online.

7. How will the information submitted be used?

The information you provide in your application will be entered into the ACIC National Database and checked against a national database using sophisticated algorithms. If the personal details of the applicant do not match any information recorded in the system the police check will be returned with no disclosable court outcomes.

If the personal details of the applicant closely match the information recorded, the application will be marked as a potential match and referred to the relevant police agency for further assessment and possible 'vetting' process. For further information on this process please refer to [ACIC](#)

8. How long is my National Police Check Valid?

There is no standardized expiry date on a National Police Check and therefore it will be valid until you are requested to provide an updated check.

If you have previously obtained a National Police Check you may provide UNE with a copy of this provided it is no more than 3 months old.

9. Does a National Police Check include a Working with Children Check (WWCC)?

A National Police Check does not include a Working with Children Check (WWCC), they are two completely different checks and cannot be substituted for one another. A National Police check is a record of all convictions or criminal history in Australia, whereas a WWCC is a crucial check for the childcare sector. Depending on the role you are applying for you may be required to provide both checks.

10. How long does it take to obtain a National Police Check?

Approximately 70 percent of background checks are returned within 24 hours. Others may be referred to police agencies for further assessment this process can take up to 10 days to be returned.

NB: It is UNE practice not to commence someone in a new role unless their National Police Check has been submitted and cleared. Any exceptions to this require the Director of People and Culture approval

Further Information

[Australian Criminal Intelligence Commission \(ACIC\)](#)

Legislation

Access to the National Police Checking Service is administered under the [Australian Crime Commission Act 2002 \(Cth\) \(ACC Act\)](#)

[Australian Human Rights Commission Act 1986](#)

[Fair Work Act 2009](#)

[Privacy Act 1988](#)