

What is an Australian Federal Police National Police Check?

A National Police Check is a Certificate that will disclose any criminal offences.

How do I obtain a National Police Certificate?

Apply for a Name Only National Police Check through the [Australian Federal Police](#) (online application).

To complete your Application through the **Australian Federal Police** at the 'Purpose Type' select **Commonwealth Employment/Purpose** & 'Purpose of Check' section please select code **37 Care of children/Intellectually disabled/Aged Care staff/volunteers** as shown:



2.3 Purpose of Check	
If the purpose for your NPC is not listed or you are unsure which to select please call the National Police Check Help Desk on 02 6140 6502 between 8am and 5pm (Australian EST or ESDST).	
Purpose Type	Commonwealth Employment / Purpose *
Purpose of Check	37 - Care of children/Intellectually disabled/Aged Care staff/volunteers *
Released Offences	Unspent offences, offences against the person and i) a sexual offence; or (ii) any other offence against the person if the victim of the offence was under 18 at the time the offence was committed

How long will the process take?

It usually takes approximately **four weeks** before you will receive your certificate in the mail from the Australian Federal Police.

How much will it cost?

The cost is \$42.

How long is the certificate valid for?

Your certificate will remain current for five years from the date of issue and will need to be renewed prior to expiry. Aged Care or NDIS placements requires an NPC to be no more than 3 years old.

Do International Students need to provide anything else?

International students must also provide a copy of a Criminal History Check from their home country OR a Statutory Declaration stating that they have never in Australia or another country been convicted of murder or sexual assault, or convicted of and sentenced to imprisonment for any other form of assault.

What can I submit as my evidence on SONIA?

You must submit a copy of your original hard copy certificate as your evidence of a National Police Check.

For more information contact the Fit for Professional Practice Office on: 07 5552 9480 or fitforprofessionalpractice@griffith.edu.au

Visit the [Fit for Professional Practice Website](#)