

What is a 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 either through your Local Police Station for Australian resident (excluding ACT) or [Australian Federal Police](#) (online application) for ACT and International residents.

If applying through the **Queensland Police Service** the application is now submitted online [QPS Online Forms](#). Complete the Verify with Digital Id section to complete the application online. If you don't verify your ID you will have to print the application form and submit with your ID to the Post Office.

To receive your National Police Certificate electronically create a MyPost account <https://auspost.com.au/mypost/auth/#/register>. Please ensure that you click Yes to receive a hard copy of your certificate which you will need to take with you on placement.



Your Australia Post MyPost account registration

Please note only NPC certificates showing no criminal history can be provided electronically (otherwise a paper version will be sent to you automatically). To receive a certificate electronically you'll need to have a MyPost account and have agreed the applicable [MyPost Account - Terms of Use](#) and [Australia Post Document Services Terms and Conditions](#). If the email address you provided above is not already associated with a MyPost account, we will send you an email after you submit this application advising you how to complete the registration. We (Australia Post) also use information you provide for these purposes.

A paper version of the certificate can be produced in addition to the electronic certificate. Do you require a paper version to be sent to your postal address? *

Yes	Ensure you select Yes to receive your hard copy certificate in addition to your electronic certificate	No
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[Download & Print](#)

If completing 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 your Local Police Station or the Australian Federal Police.

How much will it cost?

The cost ranges from \$40 to \$60.

How long is the certificate valid for?

Your certificate will remain current for three years from the date of issue and will need to be renewed prior to expiry.

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 can submit a copy of either your digital/electronic certificate or a copy of your original hard copy certificate as your evidence of a National Police Check.

*For more information you contact the Fit for Placement Office on: 07 5552 9480 or
fitforplacement@griffith.edu.au*

Visit the [Fit for Placement Website](#)