



Application for a National Police Certificate

Supplementary Application to Spend Eligible WA Convictions

Please read the advisory notes carefully before completing this application.

A National Police Certificate (NPC) contains a list of a person's disclosable court outcomes and pending charges from all Australian police jurisdictions. This may include traffic and non-police prosecuted matters.

NPC's are issued in accordance with the legislation and policy from each jurisdiction

How do I apply?

Complete the attached NPC Application and present it along with your appropriate payment and identification (see Proof of Identity overleaf) to a participating Australia Post outlet.

Alternatively you can apply online via the WA Police website www.police.wa.gov.au.

Please note that WA Police are unable to amend, withdraw, or cancel submitted applications. **WA Police will not offer a refund if an application for an NPC is made in error.**

How long will it take?

Your NPC will be delivered within 15 working days.

If an application requires no further investigation an NPC should be delivered within 5 working days.

Applications that require further investigation may take up to 15 working days.

Further investigation can be required if you have lived in another state, if your identity needs to be confirmed or if you have had any contact with police.

If you have not received your NPC within 15 working days please contact us via NPC@police.wa.gov.au.

Application for WA Lesser Conviction to become spent

The NPC application includes an application for any eligible lesser WA convictions to become spent.

A lesser WA conviction can only become spent if there are no convictions* within the last 10 years.

*A conviction which results in no punishment or a fine of under \$500 will not effect this time period.

A conviction with a penalty of:

- More than 12 months imprisonment; or
- A fine exceeding \$15,000,

Is deemed to be 'serious' and can only be spent by the District Court. For more information on this process please contact the District Court on 9425 2222.

Completing the form

Please use **BLACK INK** and print **NEATLY** within the boxes using **BLOCK LETTERS**.

B E N J A M I N B R O W N

Place a cross within the appropriate box when selecting an option.

If you are not required to give information in some parts, leave the relevant boxes blank - do not mark or cross them out.

Complete the Application form and present it with your relevant Proof of Identity documents and payment to any participating Australia Post outlet.

SECTION A

Complete all details regarding your name, gender, date and place of birth and contact telephone number.

If you have used names other than your current name, you must list these in this section. This should include maiden name, names changed through deed poll and other aliases you may have used. When entering a previous name please include your entire former name, that is Surname AND Given Names.

If you are mononymous or known only by a single name please use the primary name/surname field.

SECTION B

Leave a space between words when filling out your Application Form.

U S 1 2 S M I T H S T

If your postal and residential addresses are the same the appropriate box. If not, include the address you would like your NPC sent to. If you do not provide a postal address, the application will be sent to your residential address. The address listed on the NPC is for postal purposes only and does not form part of the certificate.

If you change address after submitting the form you must lodge a "change of address notification" with Australia Post as **duplicate NPCs will not be issued.**

SECTION C

If you have changed your address in the last 5 years, you must list the last 2 residential addresses you have had, starting with the most recent (note: List only Australian Addresses).

Continued next page

Completing the form (continued)

SECTION D

DO NOT sign the form until you lodge your application as your signature must be witnessed by an Australia Post officer (excluding parent/guardian signature).

It is also important that before signing this declaration, you have read and understood the information contained in the NPC application and advisory notes

If you are under 15 years of age your parent/guardian must complete their details and sign the application form in Section E.

Lodging your Application

Submit your NPC application in person at participating Australia Post outlets or visit www.police.wa.gov.au

You must bring with you:

- Completed NPC Application Form (photocopies will not be accepted)
- 100 point Proof of Identity (original documents only)
- Appropriate payment

Payment is by EFTPOS, MasterCard, Visa or cash.

Participating Australia Post outlets will be able to confirm current fees, alternatively current fees are on www.police.wa.gov.au

Proof of Identification

It is a requirement when applying for an NPC that you provide proof of your identity to Australia Post when you lodge your application.

An Australia Post officer will ask you to provide documents of identity that add up to at least 100 points.

The combination of documents supplied should, as a minimum, show evidence of your full name and date of birth. All documents must be original. Proof of identity documents must be from the list below:

Primary Documents		Points
You must provide either; • ONE primary document OR • At least ONE secondary document that includes a photograph.	Australian Birth Certificate or Birth Card <small>Issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable).</small>	70
	Australian Passport <small>Current or expired within the last two years, but not cancelled.</small>	70
	Australian Citizenship Certificate	70
	International Passport <small>Current, not expired or cancelled.</small>	70
	Registration of Decent	70
Secondary Documents		
Your initial document from this group will be awarded 40 points, any additional documents are awarded 25.	Licence or Permit issued under Australia law <small>Includes Australian Drivers Licence, Australian Firearms licences or similar.</small>	40 or 25
	State or Federal Government Employee Identity	40 or 25
	Tertiary Education Institution Identity	40 or 25
	Australian Learner's Permit	40 or 25
	Department of Veterans Affairs Card	40 or 25
	Centrelink or Social Security Card	40 or 25
	WA Photo Card	40 or 25
	ImmiCard	40 or 25
	Dangerous Good Security Card	40 or 25
	Working with Children's Card	40 or 25
	Consular Photo Identity Card	40 or 25
Maritime Security Identification Card	40 or 25	
Secondary Documents continued		
All documents in this group attract 25 points. Only one card from each institution may be counted.	Proof of Age Card <small>Issued by Department of Planning and Infrastructure</small>	25
	Medicare Card	25
	Council Rates Notice	25
	Property Lease/Rental Agreement	25
	Property Insurance Papers	25
	Motor Vehicle Registration or Insurance Documents	25
	Professional or Trade Association Card	25
	Utility Bills (e.g. Telephone, Gas, Electricity, Water)	25
	Credit/Account Card	25
	Bank Statement/Passbook	25
	Health Care Card	25

Are you unable to meet the identity requirements?

If you are unable to provide documents that meet the requirements please visit www.police.wa.gov.au and click on Information Access (under Popular links).

Change of Name

If the name you use to apply for a NPC is different to your name on your identity documents, you must show proof of name change when lodging your application.

Documents accepted as proof of a change of name include:

- Original marriage certificate or extract (issued by the Registrar of Births, Deaths and Marriages)
- Certificate of marriage (issued by the church or celebrant performing the marriage)
- Certificate of registration of name change
- Decree Nisi as proof of a return to maiden name after a divorce

These documents must be originals and do not count as part of the 100 points of identification. If you use a change of name document you must complete in Section A 'Other names you have used'.