Australian Federal Police Check - Application Guide

You have two options for submitting your application:

- **Online** - [https://afpnationalpolicechecks.converga.com.au/](https://afpnationalpolicechecks.converga.com.au/). This is the most recommended method. As the application will be processed quicker.
- **Mail** - Complete and mail the form found in the following link, [https://afpnationalpolicechecks.converga.com.au/static/images/afp/npc_offline_form.pdf](https://afpnationalpolicechecks.converga.com.au/static/images/afp/npc_offline_form.pdf). A copy of this form is also found in the download section of our website.

The AFP application **MUST** be completed ASAP as it can take between 15-25 days to be processed at peak times.

**A SCAN OF YOUR AFP CERTIFICATE MUST BE SENT TO THE AIFS – CANADA OFFICE FOR APPROVAL.**

The following requirements **must** be met when submitting an AFP National Police Check (NPC) application. **Failure to meet the required standards will result in the application not being processed.**

1. All other names by which you are known or have previously been known (such as your maiden name), must be provided in full, including given names. Check that your date of birth is correctly entered.

2. **Full payment must accompany the application.** You can pay using Visa, Mastercard, or American Express. Alternatively, for a manually completed application you may pay by bank cheque, which must be in Australian dollars or money order obtainable from Australia Post. **Personal and Company Cheques will not be accepted. Please do NOT send cash. Applications with incorrect amounts will not be processed.**

3. Copies of identification documents totalling 100 points must be provided. Details of the points attributed to identification documents are provided as part of the application process. **DO NOT SEND ORIGINAL IDENTIFICATION DOCUMENTS WITH YOUR APPLICATION.**

4. Ensure all the necessary details are submitted, including signed consent and copies of identification documents. Please note parental consent will be required if the applicant is under 18 years of age.

Before submitting an application you should ensure you are in a group to which the AFP provides National Police Checks, as detailed above, and that you have read and understand the Spent Convictions Scheme and how it applies to your application.
Online Applications:

Please keep in mind that it can take approximately 10-15 business days for Clearances to be processed by the Australian Federal Police after they have received an application.

- **Type of Check Required:** Name Check Only (Fee $42).
- **Section 2.3- Purpose Type:** Commonwealth Employment/Purpose. Then tick Code Number 35

Paper Applications:

- **SECTION 1- Type of Check Required:** Name Check Only (Fee $42).
- **SECTION 8- Purpose of Check:** Commonwealth Employment/Purpose. Then tick Code Number 35

- You must submit the form no more than three months after signing it.
- Mark the appropriate check boxes with a cross (X).
- Ensure you secure all paperwork, forms, payment, and identification to your application.
- Ensure all the necessary details have been completed and the form is signed and dated.
- The application form must be completed using block letters (i.e. capital/uppercase).
- Bank cheques and money orders are to be in Australian dollars ($42 AUD) and are to be made payable to the [Australian Federal Police](#).
- If paying by bank cheque it must be from an Australian bank or financial institution affiliated with an Australian bank. **Personal and Company cheques will not be accepted.**
- The correct payment must be included with all applications. Remember to keep a copy of the payment receipt.
- Post Paper application directly to: Australian Federal Police, Criminal Records, Locked Bag 8550, CANBERRA CITY, ACT 2601

Special notes and considerations

Australian police clearances that are not acceptable:

- Photocopies of a clearance
- Certificates issued by the state police authority
- Certificates issued on the basis of a “Complete Disclosure”
- Any certificate, if it is not accompanied by a Traffic History Report and/or Full Licence History Search if the applicant, while over 18 years of age, lived in Queensland and/or Victoria
IMPORTANT AND MANDATORY: Additional requirements apply for those who lived in or currently live in the States of Queensland and/or Victoria after their 18th birthday:

- Residents of Queensland must submit a Traffic History which goes back to their 18th birthday or the day on which their first Australian driver’s licence was issued. Please apply through Qld Transport.
- Residents of Victoria must submit a Full Licence History Search which goes back to their 18th birthday or the day on which their first Australian driver’s licence was issued. Please apply through VicRoads.

Driving history reports will be directly given/sent to you by the departments of transport of the state where you live or previously lived. An immigration file number, if available, should be endorsed/written on the certificate.

Applicants who are unable to provide a Traffic History or a Full Licence History Search must provide evidence, issued by the Queensland and/or Victoria roads authority, stating that they have never held a driver’s license in that state.

Traffic history reports from other Australian states and territories are not required

The Australian Federal Police will send your police certificate directly to the address you nominate in section 6 of the Australian Federal Police National Police Check (NPC) Application Form.