

# National Police Records Check

## FAQs – Frequently Asked Questions

### What is it?

The National Police Records Check is used to identify relevant criminal convictions which may affect an individual's capacity to be employed. In some positions at Wodonga TAFE a National Police Records Check is compulsory. If it is compulsory for your position this will be outlined in your position description. Please refer to PP025 – National Police Check and Working With Children Check Procedure for further detail.

### When do I need to apply for this check?

You need to apply for this check once you have been offered a position at Wodonga TAFE. The requirement for this check will be outlined in your written offer of employment for fixed term and ongoing staff. For casual staff please refer to Workforce Planning & Development to determine if you need this check.

### How do I apply for a National Police Records check?

Please complete the "Consent to Check and Release National Police Record" form located at [www.police.vic.gov.au](http://www.police.vic.gov.au). The form can be located on the left hand side menu bar under "Our Services". Click "Police Records Check" or at this link: [http://www.police.vic.gov.au/content.asp?Document\\_ID=274](http://www.police.vic.gov.au/content.asp?Document_ID=274)

### What sort of check do I need?

You are required to apply for a National Name Check.

### What to do once I have completed and printed the online form?

Once you have completed and printed the online form, applicants must supply a minimum of two (2) types of acceptable identification with a minimum total of 100 points. Identification must include at least one type of photo ID, plus identification that contains the applicant's current residential address, signature and date of birth. Further information on the identification required can be found on the application form, or under the "Frequently Asked Questions – National Police Certificate" on [www.police.vic.gov.au](http://www.police.vic.gov.au). Take your completed form and original and photocopies of identification documents, to an authorised person to certify. Information on who can witness your signature can be found on "Frequently Asked Questions – National Police Certificate" on [www.police.vic.gov.au](http://www.police.vic.gov.au). and Wodonga TAFE teachers can witness signature's for National Police Check

### How much will a National Police Record Check cost, and who pays ?

Application fees for a National Police records checks change on 1 July, every year. Please refer to [www.police.vic.gov.au](http://www.police.vic.gov.au) for current application fees.

### Where do I send my completed application form and certified identification?

The completed application form together with identification documents must be witnessed and certified prior to posting with relevant payment to:

**Victoria Police Public Enquiry Service,  
PO Box 418, Melbourne, Victoria, 8005.**

### How long will the check take?

Victorian Police allow 10 days for the application to be processed. If more than 10 days have passed since you have lodged your application please contact Public Enquiry Service on 1300 881 596.

**What do I do when I receive my NPRC?**

When you receive your completed National Police Records Check (also called National Police Certificate) in the mail, take it to your Manager to verify that the check is satisfactory. Your Manager completes a Police Records Check Confirmation Form (PF042) and forwards it to Workforce Planning & Development to be retained on your file. The National Police Records certificate is to be retained by you, and not by Wodonga TAFE due to privacy legislation.

**What do I do if I need to commence employment with Wodonga TAFE and I have not received my police check in the mail?**

If you have commenced or will be commencing employment with Wodonga TAFE prior to completing a National Police Records Check you will be required to complete a Statutory Declaration, stating that you do not have any convictions, findings of guilt and/or pending charges against you that would prevent you from carrying out the duties of your position with Wodonga TAFE. This statutory declaration will cover you for the period until you can provide the original National Police Records Check and complete a Police Records Check Confirmation Form (PP042). Statutory Declarations are available from Workforce Planning and Development at Wodonga TAFE, please call 02 6055 6624.