

# National Police Checking Service (NPCS) Fact Sheet



AUSTRALIAN  
**CRIMINAL  
INTELLIGENCE  
COMMISSION**

## Proof of Identity Requirements

The National Police Checking Service (NPCS) contributes to improved community safety by enabling access to Police History Information (PHI), with the consent of the Applicant. The service is delivered to Australian police agencies and other organisations who are accredited with The Australian Criminal Intelligence Commission, to support their processes for assessing the suitability of people applying for employment, Australian citizenship or appointment to positions of trust.

When applying for a National Police History Check (NPHC), you must provide proof of your identity with your Informed Consent form. All documents must be originals or certified true copies. A certified copy means a document that has been certified as a true copy of an original by a person listed in Schedule 2 of the *Statutory Declarations Regulations 1993* (Cth) which is available from <http://www.comlaw.gov.au> by searching for "Statutory Declarations Regulations 1993".

## Minimum Identity Requirements

### You must provide:

- at least one document from either Category A or Category B, that is, you do not need to provide documents from both categories as long as all other minimum requirements are satisfied;
- at least one of your identity documents must contain a photograph. If you are unable to provide a listed document containing a photograph you must submit a passport style photograph of yourself certified by a person listed in Schedule 2 of the [Statutory Declarations Regulations 1993 \(Cth\)](#);
- the combination of documents supplied should, as a minimum equal total of 100 points; and evidence of your full name and date of birth.

See next page for detail on each Category.



### Category A - Each document is worth 70 points

- Birth Certificate
- Australian Passport (current, or expired within the previous 2 years, but not cancelled)
- Australian Citizenship Certificate
- International Passport (current, or expired within the previous 2 years, but not cancelled)
- Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)

### Category B - The first document is worth 40 points and each additional document is worth 25 points

- Current Licence or Permit (Government Issued)
- Working With Children/Teachers Registration Card
- Aviation Security Identification Card/Maritime Security Identification Card
- Public Employee Photo ID Card (Government Issued)
- Department of Veterans' Affairs Card
- Centrelink Pensioner Concession Card or Health Care Card
- Current Tertiary Education Institution Photo ID
- Reference from a medical practitioner (must have known the Applicant for a period of at least 12 months)

### Category C - Each document is worth 25 points

- Birth Extract
- Foreign/International Drivers Licence
- Proof of Age Card (Government Issued)
- Medicare Card/Private Health Care Card
- Council Rates Notice
- Property Lease/Rental Agreement
- Property Insurance Papers
- Australian Tax Office Assessment
- Superannuation Statement
- Seniors Card
- Electoral Roll Registration

## Change of Name

If all documents provided for 100 points are under the same name you will not be required to provide additional ID documentation if you provide a maiden/alias name. If the 100 points provided are under two or more different names (e.g. birth certificate in maiden name and driver's licence in married name) then further ID documents will need to be provided as evidence of a name change (e.g. Change of Name or Marriage Certificate issued by a State or Territory Registry of Birth, Deaths and Marriages, or Divorce Papers issued by the Family Court). These documents must be originals or certified true copies and DO NOT count towards the 100 Points. If you use a change of name document you must have provided the other names you have used in section 1 of this form.



## Special Provisions

*(only to be used if minimum identity requirements cannot be met)*

<p>Recent Arrival - have been in Australia for 6 weeks or less.</p>	<p>A current passport and proof of date of arrival can be provided.</p> <p><i>Worth 100 points.</i></p>
<p>Aboriginal people, Torres Strait Islander people or resident in a remote area/community.</p>	<p>Please complete the <i>National Police Checking Service (NPCS) Proof of Identity (Special Provision) for Aboriginal and Torres Strait Islander People</i> and attach it to this document.</p> <p><i>Worth 100 points.</i></p>
<p><b>Child under 18 - Please provide one of the following documents.</b></p>	<ul style="list-style-type: none"> <li>• Birth Certificate/Birth Extract</li> <li>• Australian Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Australian Citizenship Certificate</li> <li>• International Passport (current, or expired within the previous two years, but not cancelled)</li> <li>• Other document of identity having same characteristics as a passport eg. diplomatic/refugee (Photo or Signature)</li> <li>• Statement from an educational institution, signed by the Principal or Deputy Principal, confirming that the child attends the institution (statement must be on the institution's letterhead)</li> </ul> <p><i>All worth 100 points.</i></p>

## Questions?

Please contact NPCS Customer Support on (02) 6268 7900 or via email at [npcs@acic.gov.au](mailto:npcs@acic.gov.au) if you have any questions.