

Apply for a National Police Certificate Online

- 1) Go to the AFP website: <https://afpnationalpolicechecks.converga.com.au>
- 2) READ THE INSTRUCTIONS!
- 3) Make sure you have prepared and scanned 100 points worth of identification documents, which contain your photo, date of birth, current residential address and signature. Save the documents in pdf. format. You can upload separate files or combine the documents into one file.
https://afpnationalpolicechecks.converga.com.au/static/images/afp/100_point_checklist.pdf
- 4) Click the checkbox: "I have read and understood the instruction above".
- 5) Click: "Start New Application Online".
- 6) Select the relevant identification documents.
- 7) Click the checkbox: "I have scanned the identity documents specified above that will be loaded to my application".
- 8) Complete your personal and email details
- 9) In the dropdown box in section 2.3-Purpose of Check, select 'Commonwealth Purpose/Employment'.
- 10) Select 33- 'Immigration /Citizenship' in the next dropdown box.
- 11) Click "Next"
- 12) Click "Download Consent Form"
- 13) Make sure the details on the consent form are correct, print out a copy, sign and date as required and scan and upload a copy of the consent form at page 3.1 of the online application. *Note: if you can't finalise the application at this stage, you have to start from the beginning, but you can still use the consent form you have already generated.*
- 14) Complete the rest of the application

Important information to note:

- You must apply to Australian Federal Police (AFP), not your state's police force
- You must include all variations of names used and known by including those listed in your passport (maiden, name changed by deed poll etc.)
- A fingerprint check is not required
- Do not request the police certificate be forwarded directly to the Department of Immigration and Border Protection.
- The certificate will be sent to you and you will need to send the original it to the Department (if requested) or upload it through your ImmiAccount.
- You can also nominate another delivery address (for example: a partner, a family member or a Registered Migration Agent)

For further information on fees and submitting your application refer to:

<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>