



## Apply for a National Police Certificate Online

### WARNING

Only use the authentic Australian Federal Police Portal.

Do NOT use any third-party providers

1. Go to the AFP website: <https://afpnationalpolicechecks.converga.com.au>
2. READ THE INSTRUCTIONS! Also read this entire document BEFORE you start.
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/images/afp/100\\_point\\_checklist.pdf](https://afpnationalpolicechecks.converga.com.au/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-Purpose of Check, select *'Commonwealth Purpose/Employment'*.
10. In the next dropdown box, select *33- 'Immigration /Citizenship'*.
11. Click "Next"
12. Click the checkbox: *"By selecting this box you are acknowledging that you have read the above terms and conditions and are consenting to the Australian Federal Police to complete a National Police Check on your behalf"*
13. Upload identification documents you have selected in Step 3 and 6.
14. Click the checkbox: *"I have uploaded 100 points of identification documents and have verified that these are the correct documents."*
15. 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>