



VICTORIA POLICE

# Application Form & Instructions

## Consent to Check and Release National Police and Fingerprint Records

### Completing and lodging your application form

#### Please ensure that you:

- ❖ Print within the boxes in **BLOCK LETTERS** e.g. 

S	M	I	T	H															
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- ❖ Place one character per box. Leave a space between each word.
- ❖ All sections (A to G) must be completed or the application will be returned. Include your daytime contact phone number or mobile number on the application form in section B, page 5 should any clarification be required.
- ❖ Leave boxes blank if you are not required to complete a part of a section. Do not alter or delete the wording on this form in any way.
- ❖ Sign and date the application form in the presence of the same person certifying the proof of identity documents (see instructions section F, page 3).
- ❖ Attach your identification documents that have been certified by a person listed in section F, page 3 of these instructions. The certifier **must also** witness your signature.
- ❖ Please visit [www.police.vic.gov.au/policecheck](http://www.police.vic.gov.au/policecheck) for payment options. A tax invoice will only be issued upon request.
- ❖ Complete Applicant's Checklist (page 8). Detach and forward the application form and relevant documents to:

Public Enquiry Service  
Victoria Police  
GPO Box 919  
MELBOURNE VIC 3001

#### Contact information:

Online: <https://www.police.vic.gov.au/national-police-record-checks-fingerprinting-contact>

# How to complete your Consent to Check and Release National Police and Fingerprint Records Application Form

## Section A - Type of check required (This section must be completed)

- ❖ Select either National Police Check or National Police Check and Fingerprint Records Check. If you are not sure which type of check you need, ask the organisation or person who is requesting the certificate.
- ❖ **Fingerprints** will only be taken by appointment via our website at [www.police.vic.gov.au/policecheck](http://www.police.vic.gov.au/policecheck)
- ❖ A member of Victoria Police is required to complete the Victoria Police Use Only section. When fingerprints have been taken the staff member will complete the application form, identification and payment to the Public Enquiry Service for processing.

## Section B - Details of applicant (This section must be completed)

- ❖ Enter the following in the boxes provided.
  - ◆ Your current name in full (i.e. include family and all given names).
  - ◆ All names or aliases by which you are or have previously been known, including your maiden name. Also indicate if they are a 'Former name' or 'Also known as' name. If you require more space to record additional previous names please cross the box provided to generate an attachment.
  - ◆ Gender (Male/Female/self-described).
  - ◆ Your daytime contact phone number/mobile and email address should clarification of details be required.
  - ◆ Your date and place of birth. If born in Australia, place a cross in the 'Yes' box and indicate suburb/town of birth. If born overseas, place a cross in the 'No' box and indicate your country of birth.

## Section C - Current, postal and previous residential address/es (This section must be completed)

- ❖ You must include your current and postal address and any previous residential addresses for the last five years. If you do not know the full details of previous addresses, please write the name of the suburb/s and the state/s. Please begin with the most recent which is your current address.
- ❖ If you require more space to record additional previous addresses please cross the box provided to generate an attachment.
- ❖ With the exception of the results of Working with Police checks, Victoria Police will only mail the certificate to the applicant's residential or postal address provided in section C to further assist in ensuring the protection of privacy and the application of natural justice and that information released is accurate, complete and up-to-date.
- ❖ The employer/organisation must make arrangements with the applicant to view the certificate. The application is a contractual arrangement between the applicant and Victoria Police and the payment provider is **not** entitled to a copy of the certificate except if the payment provider is Victoria Police.

## Section D - Payment Provider (This section must be completed)

- ❖ If this application has been paid for by an employer/organisation or is a Working with Police check, an authorised representative of the employer/organisation or Victoria Police must sign and complete the details in this section for the application to be processed.
- ❖ Enquiries regarding this police check may be made by the applicant and/or designated employer representative. Only details regarding the processing of the application will be released. Please allow a minimum of 10 working days for the application to be processed.

## Section E - Purpose of check (This section must be completed)

- ❖ You must indicate the purpose of the check by completing **ONE** of the two sections (Employment or Volunteer). Certificates are issued according to the purpose of the check. If you require more than one certificate for different purposes you will need to apply for separate certificates and pay the relevant fee for each.

## Section F – Certification, authorisation and statement of consent and indemnity (This section must be completed)

- ❖ **You must sign, date and print your name in the presence of the person certifying your identity documents.** Your signature must match that of your identification documentation. If providing your application through the post, copies of your identity documents must be certified and dated.

### ❖ Who can certify my application and documents?

Certain authorised persons are legally allowed to certify that a document is the same as the original document. Authorised certifiers include police officers, pharmacists, and Justice of the Peace. A comprehensive and up to date list can be found here: <https://www.justice.vic.gov.au/certifiedcopies>.

If you are completing a National Police Check and Fingerprint Check, certifying your documents can be done at the time of your appointment.

- ❖ **Checks will not be conducted without your consent.** By signing this section you are authorising Victoria Police to obtain records from all Australian police forces and from the Roads Corporation pertaining to yourself. You are also indemnifying any Victorian Government personnel completing the check against any claims or actions resulting from the release of any information on the certificate.

## Section G – Proof of identity (This section must be completed)

- ❖ Persons authorised to certify documentation are required, in the presence of the applicant, to sight original documentation and verify that the photographic identification is a true likeness of the applicant. They must sign and date each photocopy of original documents and complete Certification of Proof of Identity in section F.  
Applicants must supply a minimum of two (2) types of acceptable identification from the list provided in section G with a minimum total of 100 points. Identification must include at least one certified copy of photographic ID (Category A) plus certified identification that
- ❖ contains the applicants current residential address, signature and date of birth. A current passport size photograph must be provided if the applicant does not possess any other category A identification. If a current passport size photograph is submitted it must be a clear, professionally taken photograph and must be certified. Place an "X" in the corresponding box of the identification being submitted. The total points at the bottom of the column must total 100 points or more.
- ❖ After selecting the identification to be provided, complete the areas to the right of categories A and B by entering the details of the relevant primary identification, such as drivers licence, passport, birth certificate etc. in the space provided. The list number is the number preceding each type of identification in Category A or Category B option. Applicants are required to provide this information for only **one** type of category A and if applicable, **one** type of category B identification. Applicants 15 years and older can legally consent to this application without parent or guardian approval and should lodge identification in accordance with section G, categories A, B and C.
- ❖ **Applicants under 15 years of age** must provide a minimum of one category A photo identification and completion of category D. Parent/guardian consent is required for Victoria Police to process the application. The parent/guardian is to sign and print their name in the space provided. If the applicant's date of birth indicates he/she is under 15 years of age and this section has not been completed by the parent/guardian, the application will be rejected and returned to the applicant.

## Consent

- ❖ Victoria Police does not release criminal history information outside the sphere of law enforcement and/or the administration of justice without the individual's written consent. In order to obtain a national police certificate an individual must complete the application form and arrange payment of the appropriate fee.

## What will be disclosed?

- ❖ Victoria Police applies the *Victorian Spent Convictions Act 2021* (Act) to the disclosure of criminal history information to individuals and organisations outside of Victoria Police. Victoria Police will disclose criminal history information based on the provisions within the Act. Offences may be spent *immediately* or *automatically* upon the completion of a conviction period. On 1 July 2022, eligible offences may be also spent through the court application process. For further information regarding Spent Convictions, refer to <https://www.police.vic.gov.au/national-police-check-disputes>.

## Police Records obtained from other Australian Police Jurisdictions

- ❖ As part of the national police records check criminal history information is obtained from other police jurisdictions. The relevant state/territory's spent convictions legislation is applied before it is disclosed. The Act allows all records provided by interstate jurisdictions to be disclosed on a police check. For further information on interstate spent convictions legislation, please refer to the relevant police jurisdiction's website.

## Information on a National Police Certificate

- ❖ Applicants who believe the information disclosed on a Victoria Police issued National Police Certificate is incorrect should refer to <https://www.police.vic.gov.au/national-police-check-disputes> or contact the Public Enquiry Service via the form online found at <https://www.police.vic.gov.au/national-police-record-checks-fingerprinting-contact>. Requests should specify the offence in dispute, provide supporting information to assist the assessment and applicants should be prepared to provide comparison fingerprints. No fee will be charged for verifying information or taking comparison fingerprints. Fingerprints will be destroyed by Public Enquiry Service, Victoria Police upon resolution of the dispute.
- ❖ The use and retention of the information contained on the National Police Certificate may be subject to State or Commonwealth legislation. The recipient is therefore urged to make their own enquiries with respect to any applicable legislative obligations or requirements.

## Transgender Applicants

- ❖ People in the community that require further information in relation to the policy for processing applications for transgender applicants should contact our office via email at [policecheckvic@police.vic.gov.au](mailto:policecheckvic@police.vic.gov.au)

## Privacy Statement

- ❖ Victoria Police is required to maintain the privacy of the personal information that it collects, stores, uses and discloses, and adheres to strict privacy and confidentiality legislation and policies. Personal information is treated in accordance with the Information Privacy Act 2000. An individual may gain access to their personal information by making an application through the Victoria Police Freedom of Information Unit. For further information go to <https://www.police.vic.gov.au/freedom-information>.



VICTORIA POLICE

# Application Form

Consent to Check and Release National Police and Fingerprint Records

Online Payments Only

VP Form 820B (Revised 19/06/2025)

Website: [www.police.vic.gov.au](http://www.police.vic.gov.au)

Online Payment Receipt Number: \_\_\_\_\_

Date of payment: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

- ❖ All sections (A to G) must be completed or the application will be returned. Include your daytime contact phone number or mobile number on the application form in section B, page 5 should any clarification be required. Do not alter or delete the wording on this form in any way.
- ❖ Place one character per box. Leave a space between each word. Leave boxes blank if you are not required to complete a part of a section.
- ❖ Sign and date the application form in the presence of the authorised certifier, then attach your certified proof of identity documents (see instructions section F & G, page 3).
- ❖ Please visit <https://www.police.vic.gov.au/policecheck> for payment options. A tax invoice will not be issued unless requested

Please complete this form electronically if possible. If this is not possible, print within the boxes in **BLOCK LETTERS**

Complete Applicant's Checklist (page 8). Detach and forward the application form and relevant documents to: Public Enquiry Service  
Victoria Police  
GPO Box 919  
MELBOURNE VIC 3001

## Section A: Type of check required (This section must be completed)

National police check **OR** National police check and fingerprint records check

**Victoria Police Use Only:** Victoria Police member to complete

Fingerprints: Ink ☐ Livescan ☐ Date Prints Taken

Station Code

Reg/EmpNo

## Section B: Details of Applicant (This section must be completed)

Family name/surname

First given name/s Single name only

Middle names/s

Female Male Self-described Date of birth (DD MM YYYY)

Daytime contact phone number/mobile

Email Address

Were you born in Australia?

Suburb/town of birth

State

Yes ▶ Please record your suburb/town of birth

Country of birth

No ▶ Please record your country of birth

**Other names you have used (including former, maiden name/s etc)**

If you are known or have been known by any other names, please list them below, indicating if they are a former or also known as name.

Former name Also known as Family name/surname

**OR**

First given name

Middle name/s

If you require an attachment to record additional previous names please cross this box. (Add **Section H : Attachment - 1**)

### Section C: Current, postal and previous residential address/es (This section must be completed)

Enter your current residential address in the space provided. Enter your postal address ONLY if it differs from your current residential address. Your certificate will only be delivered to your current residential or postal address. Provide details of previous residential addresses for the last five years only.

#### CURRENT RESIDENTIAL ADDRESS (must not be a PO Box or a business address)

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

**PLEASE NOTE: If you complete this section your certificate will be mailed to this address**

#### POSTAL ADDRESS (complete only if different to current residential address)

Unit number/street number/street name/PO Box (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

#### PREVIOUS RESIDENTIAL ADDRESS/ES FOR THE LAST FIVE YEARS - please begin with the most recent

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

If you require an attachment to record additional previous addresses please use **Section H : Attachment - 1**

### Section D: Payment Provider (This section must be completed) Copies of the certificate will NOT be provided to employer/organisation.

Is this certificate being paid for by an employer/organisation or for Victoria Police purposes?

Yes (refer below)

No (go to section E)

**Note: Results of 'Working with Police' checks will be released to the Victoria Police representative nominated in this section only**

**If you answered Yes, this section must be completed and signed by the employer/organisation's representative or by a Victoria Police representative if check is for Working with Police.**

Name of Employer/organisation's representative

Title of representative (e.g. Manager, Co-ordinator)

Employer/organisation

Unit number/street number/street name/PO Box (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Representative email address or contact number

To ensure the protection of privacy and the provision of natural justice, I authorise Victoria Police to deliver the certificate only to the applicant's residential or nominated postal address.

**Signature of employer/organisation's representative**

**Please sign within the box and use BLACK INK**



## Section E: Purpose of check (This section must be completed)

**Complete only ONE of the following two options. If you require more than one certificate for different purposes, you need to apply and pay for separate certificates.**

### OPTION 1 - Employment or occupational licensing purposes (select one option)

Boxing and Combat Sports Licence	Bus Accreditation	Casino Licence	Firearms Club Membership
Contractor with Corrections Victoria	Gaming Licence	Honorary Justice	Legal Admission
Prisons/Corrections Officer	Poppy Industry	Tobacco Licence	Working with Victoria Police

General:  
(please specify)

- ▶ Role or position title (eg. Sales representative, Administration assistant) or purpose (eg. Insurance claim)
- ▶ Proposed employer or industry (eg. ABC Pharmacy, Ambulance Victoria)
- ▶

### OPTION 2 - Volunteer/authorised student placement - Community Volunteer Fee (CVF) details including CVF number MUST be provided below for any Option 2 selection.

- (please specify) ▶ Volunteer Position (eg. Fundraising, Nursing placement)
- ▶ CVF Volunteer organisation (eg. Monash University, Rotary Club)
- ▶ Community Volunteer Fee (CVF) number

## Section F: Certification, authorisation and statement of consent and indemnity (This section must be completed)

I certify that I am the applicant named in this form and all the details herein provided by me are true and correct. I have not omitted names or aliases that I have or may have used previously. I have read and understood the contents of this form. I consent to a check of the records of Victoria Police and other Australian police forces and to the release of criminal history information recorded against my name in accordance with the *Spent Convictions Act 2021*. If applicable, I hereby authorise Victoria Police to obtain information from the Roads Corporation which relates to my identity and which is kept by the Roads Corporation. In consideration of Victoria Police releasing any details of any convictions and other information recorded against my name, I hereby indemnify the State of Victoria, its servants and agents including all members of Victoria Police against all actions, suits, proceedings, causes of action, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reasons of or arising out of the release of any details of any findings of guilt, convictions and other information recorded against my name or purporting to either relate to or concern me.

**In the presence of the certifier please sign within the box using BLACK INK. Certifier must then complete 'Certifier Use Only' section below**



Signature of applicant **(In the presence of the certifier)**

Name of applicant

Date signed

### **Certifier Use Only: Certification of Proof of Identity - To be completed by certifier when sighting documents (refer to Section G)**

**Persons authorised to certify documentation are required, in the presence of the applicant, to witness the applicant's signature and sight original documentation and verify that the photo identification is a true likeness of the applicant. They must sign and date each photocopy of original documents and complete this section.**

I certify that the attached photographic identification is a true likeness of the applicant and that the proof of identification documentation selected above, submitted with this application and signed and dated by me are true copies of the originals, such originals having been sighted by me.

Title (eg Mr, Mrs)      Name

Title/Position (eg chemist, teacher etc)

Provider/Registered Number

Daytime contact phone/mobile

Signature  
of certifier



Date signed



## Section G: Proof of Identity (This section must be completed)

### Proof of Identity Documentation

Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. Identification must include at least one type of photo ID (Category A) plus **identification that contains the applicant's current residential address, signature and date of birth**. A minimum of one Category A photo ID and completion of Category D is required for applicants under 15 years of age.

**(All identity documents with at least one containing your current residential address must be certified)**

#### Category A - You must have at least ONE Category A document

	Points	Category A List Number (1-5)
1. Current passport (Australian/Foreign)	<input type="checkbox"/> 70 ▶	Card/Document - ID Number
2. Driver licence/Learner's permit/Boat licence	<input type="checkbox"/> 40 ▶	
3. Firearms/Private security licence	<input type="checkbox"/> 40 ▶	State of issue      Expiry date (DD MM YYYY)
4. Current tertiary student identification card	<input type="checkbox"/> 40 ▶	
5. WWC Check card/Key pass/Proof of age card	<input type="checkbox"/> 40 ▶	Country of issue
Certified current passport size photo (only required if the applicant does not possess any other category A identification. If a passport photo identification is provided, a selection from the category B list is mandatory for applicants 15 years of age and over.)	<input type="checkbox"/> 40 ▶	

#### Category B

1. Australian citizenship certificate	<input type="checkbox"/> 70 ▶	Category B List Number (1-7)
2. Birth certificate (not extract)	<input type="checkbox"/> 70 ▶	Card/Document - ID Number
3. Birth card	<input type="checkbox"/> 70 ▶	
4. Australian travel documents or current Australian Visa	<input type="checkbox"/> 70 ▶	State of issue
5. Department of Veterans Affairs (DVA) card	<input type="checkbox"/> 40 ▶	
6. Centrelink card (with reference number)	<input type="checkbox"/> 40 ▶	Country of issue
7. Government employee ID	<input type="checkbox"/> 40 ▶	

#### Category C

Medicare card	<input type="checkbox"/> 25 ▶
Credit card or account card	<input type="checkbox"/> 25 ▶
Marriage certificate (registry issue only)	<input type="checkbox"/> 25 ▶
Change of name certificate (registry issue only)	<input type="checkbox"/> 25 ▶
Bank statement (with residential address)	<input type="checkbox"/> 25 ▶
Motor vehicle registration or insurance papers	<input type="checkbox"/> 25 ▶
Property rates notice/utilities notice	<input type="checkbox"/> 25 ▶
Property lease agreement	<input type="checkbox"/> 25 ▶
Home insurance papers	<input type="checkbox"/> 25 ▶
Taxation assessment notice	<input type="checkbox"/> 25 ▶
Records of primary, secondary or tertiary education	<input type="checkbox"/> 25 ▶
Records from a current or previous employer	<input type="checkbox"/> 25 ▶
Records of a professional or trade association	<input type="checkbox"/> 25 ▶

**ADD TOTAL POINTS (must be 100 or more)** ▶

#### Category D (under 15 years of age)

##### Parent/guardian consent

##### Category A identification MUST be attached

I hereby consent to a national police record check on the applicant listed on this form and I acknowledge that I am the parent/guardian of the applicant.

Signature of parent/guardian

Name of parent/guardian

Daytime contact phone number/mobile

### APPLICANT'S CHECKLIST:

**Have all sections A to G been completed? Have you provided:**

- 1. Certified identification? Yes ☐
- 2. Contact phone number? Yes ☐
- 3. Relevant payment? Yes ☐

**Have you signed the form in the presence of the certifying witness (section F)?**

☐ Yes

**Has the certifier signed section F?**

☐ Yes

**- End of Document -**

## Section H : Attachment - 1 (This section is optional)

## Attachment for Section B: Other names you have used (including former, alias name/s etc)

Former name	Also known as	Family name/surname
<b>OR</b>		

First given name

Other given names

Former name	Also known as	Family name/surname
OR		

First given name

Other given names

Former name      Also known as      Family name/surname  
**OR**

First given name

Other given names

Former name      Also known as      Family name/surname  
**OR**

First given name

Other given names

Former name	Also known as	Family name/surname
OR		

First given name

Other given names

### Attachment for Section C: Previous residential address

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

If you require an attachment to record additional previous names or previous addresses please cross this box. (Add **Section H : Attachment - 2**)



## Section H : Attachment - 2 (This section is optional)

### Attachment for Section B: Other names you have used (including former, alias name/s etc)

Former name    Also known as    Family name/surname

**OR**

First given name

Other given names

Former name    Also known as    Family name/surname

**OR**

First given name

Other given names

Former name    Also known as    Family name/surname

**OR**

First given name

Other given names

Former name    Also known as    Family name/surname

**OR**

First given name

Other given names

Former name    Also known as    Family name/surname

**OR**

First given name

Other given names

### Attachment for Section C: Previous residential address

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode

Unit number/street number/street name (with a gap between numbers and words)

Suburb/town/locality

State

Postcode