

Australian Federal Police Check- Application Guide

You have two options for submitting your application:

- **Online-** <https://afpnationalpolicechecks.converga.com.au/>. This is the most recommended method. As the application will be processed quicker.
- **Mail-** Complete and mail the form found in the following link, https://afpnationalpolicechecks.converga.com.au/static/images/afp/npc_offline_for_m.pdf. A copy of this form is also found in the download section of our website.

The AFP application MUST be completed before your Camp America profile can be seen by Camp Directors in the U.S.

THE ORIGINAL AFP CERTIFICATE MUST BE SENT TO THE CAMP AMERICA SYDNEY OFFICE FOR APPROVAL.

The following requirements **must** be met when submitting an AFP National Police Check (NPC) application. **Failure to meet the required standards will result in the application not being processed.**

1. All other names by which you are known or have previously been known (such as your maiden name), must be provided in full, including given names. Check that your date of birth is correctly entered.
2. **Full payment must accompany the application.** You can pay using Visa, Mastercard, or American Express. Alternatively, for a manually completed application you may pay by bank cheque, which must be in Australian dollars or money order obtainable from Australia Post. **Personal and Company Cheques will not be accepted. Please do NOT send cash. Applications with incorrect amounts will not be processed.**
3. Copies of identification documents totalling 100 points must be provided. Details of the points attributed to identification documents are provided as part of the application process. **DO NOT SEND ORIGINAL IDENTIFICATION DOCUMENTS WITH YOUR APPLICATION.**
4. Ensure all the necessary details are submitted, including signed consent and copies of identification documents. Please note parental consent will be required if the applicant is under 18 years of age.

Before submitting an application you should ensure you are in a group to which the AFP provides National Police Checks, as detailed above, and that you have read and understand the [Spent Convictions Scheme](#) and how it applies to your application.

For ALL Applications:

Please keep in mind that it can take approximately 7-10 business days for Clearances to be processed by the Australian Federal Police after they have received an application.

- **SECTION 1- Type of Check Required:** Name Check Only (Fee \$42).
- **SECTION 6- Mailing Address for Police Certificate:**
Camp America, PO Box 1319, Darlinghurst, NSW 1300
- **SECTION 8- Purpose of Check:** Please tick 19 or 37, depending on where you live.

For Paper Applications:

- You must submit the form no more than three months after signing it.
- Mark the appropriate check boxes with a cross (X).
- Ensure you secure all paperwork, forms, payment, and identification to your application.
- Ensure all the necessary details have been completed and the form is **signed and dated**.
- The application form must be completed using **block letters** (i.e. capital/uppercase).
- Bank cheques and money orders are to be in Australian dollars (\$42 AUD) and are to be made payable to the *Australian Federal Police*.
- If paying by bank cheque it must be from an Australian bank or financial institution affiliated with an Australian bank. **Personal and Company cheques will not be accepted.**
- The correct payment must be included with **all** applications. Remember to keep a copy of the payment receipt.
- Post Paper application directly to: **Australian Federal Police, Criminal Records, Locked Bag 8550, CANBERRA CITY, ACT 2601**