



Nationally Coordinated Criminal History Check

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This provides you with a brief overview of the process for applying for a Nationally Coordinated Criminal History Check online through the Department of Education. At the end of Stage 1, when you have successfully entered all your information, you will be provided with a Summary Sheet which you must print, sign, and send in to the Screening Unit, along with your **four (4)** items of Identification and proof your identity has been verified.

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This outlines key information that you need to be aware of before you consent to the Nationally Coordinated Criminal History Check. This also outlines the type of information that may be returned to the Department of Education by the Australian Criminal Intelligence Commission (ACIC).

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Here, you are required to complete information such as your name, date of birth, where you were born and your phone number. Note: you must use your current, legal name. Your **four (4)** items of Identification must also be in your current name. If you have ever been known by another name, (e.g. changed from your maiden name to your married name), and any document you are using as part of your 4 items of ID are in your former name, you will need to provide evidence of the name change (e.g. Marriage Certificate).

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Here, you must complete your current address. If you have lived there for less than five (5) years, you must provide all previous addresses until at least five (5) years of residential addresses have been covered. If you have lived in a country other than Australia, just listing the name of the country and how long you lived there will be sufficient.

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Here, you must indicate which **four (4)** items proving your [Identity](#) you will be using. The documents you provide must be as per: **One (1)** item from [Commencement of identity](#); **One (1)** item from [Primary use in the community](#); **Two (2)** items from [Secondary use in the community](#). **One (1)** of these items must include a **photograph** of you. The items you select here will be listed on your Summary Sheet, reminding you that you must submit copies of them and that your identity must be [verified](#) correctly. Your **four (4)** items of Identification must also be in your current legal name. If you have ever been known by another name, (e.g. changed from your maiden name to your married name), and any document you are using as part of your 4 items of ID are in your former name, you will need to provide evidence of the name change (e.g. Marriage Certificate). This evidence will need to be certified, but does **not** count towards your four (4) items of Identification. All Identification items used must be **current** (not expired).



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Here, you are required to select the statement that best describes why you are having a Nationally Coordinated Criminal History Check through the Department of Education Screening Unit. Please choose the statement that is **closest** to the purpose you are having a police clearance. You may also be required to select the employment type (position/role) that you will be doing, and where you will be performing the role (e.g. name of school). If you are a volunteer, you must provide signed verification from the agency/organisation where you will be volunteering. Space for the agency/organisation to sign, confirming that you are a volunteer, will be automatically printed on your Summary Sheet if you are a genuine volunteer.

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Here, you have four (4) options to make your payment of \$46.00 (volunteers pay \$10.00). If you select credit card, you will be automatically taken to the Commonwealth Bank BPoint site, where you can enter your credit card details and you will be provided with a receipt number when the transaction is successfully finalised. Other payment options include cash and EFTPOS (if you select either of these options, you must pay in person at the Department of Education Screening Unit, 151 Royal Street, East Perth). Alternatively, you may elect to pay by cheque or money order, which will need to be made payable to 'Department of Education' and posted with your application (Summary Sheet and copies of Identification), or, you may bring your payment with you if you drop off your application in person.

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You must click on "**Submit Application**". This will confirm that you have successfully completed Stage 1 of your online criminal screening application. You now must print your Summary Sheet, ensure copies of your **four (4)** items of Identification are attached and that the **Photograph and Identity Verification** section is correctly completed, and send these together to the Screening Unit. These instructions are also printed on your Summary Sheet and on the last page of the online application process.

Photograph and identity verification

- An Authorised person listed in [Schedule 2](#) of the [Statutory Declarations Regulations 2018 \(Cth\)](#) must verify your identity by comparing your photographic identity documents with a face-to-face comparison of you, in-person.
- The verifier must include their full contact details and sign the **Photograph and Identity Verification** section of your Summary Sheet.
- Alternatively, the photograph verification may be conducted via remote sighting (e.g. webcam, skype, video conference) ensuring both parties and all ID documents are clearly visible.
- If you provide identity documents in a former name, e.g. Maiden name, you must provide evidence of the name change, **in addition** to your four identity documents.

Submitting your application

- **In person** - you must check the [Screening website](#) (www.education.wa.edu.au/screening) to see if in-person submissions are currently available.
- **By post or email** - applicants can post or email their application to the Screening Unit, but must have the *Photograph and Identity Verification* section correctly completed and signed prior to sending.

Assistance

Please contact the Screening Unit at the Department of Education on telephone (08) 9264 4477 or via email screening@education.wa.edu.au