

National Police Check (Company Check) Information Sheet

On request, the Australian Federal Police (AFP) may conduct a National Police Check (NPC) on an Australian company ("Company Check") and supply a certificate detailing any convictions and any charges pending before a court against that company.

The AFP will conduct a NPC on a company only where the company has authorised for a National Police Check (Company Check) to be obtained, and there is a legitimate Commonwealth or Australian Capital Territory (ACT) requirement (legislative or regulatory) for the company to obtain a Company Check (for example as a part of the Aged Care Approvals Round, for an ACT Master Security Licence etc).

Please note that the AFP does not supply Company Checks for other purposes (for example, opening or operating a bookshop).

To obtain a Company Check, the following is required –

- A completed National Police Check Application – Company Check. Please ensure all details at the top of the form are completed as well as all details in sections (i), (ii) and (vii) (indicated by shaded areas). As far as possible, the form should be completed 'on screen' and then printed; and
- A letter on the official company letterhead from the company for whom the check is requested containing the following –
 - o Authorisation from the company for the person to apply for Company Check in relation to the company; and
 - o Information as to why the check is required (eg Aged Care Approvals Round); and
 - o Signed by a person within the company of sufficient authority to authorise a Company Check on the company's behalf who is readily contactable by the AFP should verbal authentication be required;
- Where the applicant for the Company Check is the owner of the company, a copy of the 'Certificate of the Registration of a Company'
- 100 points of identification (as per Attachment A) from the person completing the application; and
- Payment by Credit Card (Visa, MasterCard, American Express), Bank Cheque or Australian Money Order. The current fee is \$42.00 and is GST exempt. Bank cheques and Money Orders should be made payable to the Australian Federal Police.
- **Personal or company cheques are not accepted.**
- Please note that if payment is made by credit card a credit card surcharge is payable (currently .462% for Visa/MasterCard, 1.595% for American Express).

If any of the above information is not provided, the application will be returned for amendment/correction.

Please allow sufficient time to obtain a Company Check for the check to be conducted and posted to you.

Company Checks may take up to 10 business days to complete. Enquiries as to the status of the check should not be made before this time has elapsed.

It should be noted that that information provided as a part of the requested check is supplied on the basis of court outcome information provided to the AFP and that this information may be incomplete should any court and/or regulatory agency have failed to supply information to the AFP where a company was found guilty of any offence.

Once completed, applications for National Police Check (Company Check) should be posted to:

Australian Federal Police
Criminal Records Vetting Team - Mail Point 633
GPO Box 401
CANBERRA ACT 2601

The AFP does not encourage sending credit card details via email and will not accept emailed applications.

Should any application be received via email you will be contacted and advised to post the application. The emailed application and any attachments will be deleted.

Should you have any questions regarding Company Checks, please email criminalrecords-clientservices@afp.gov.au

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