

Frequently asked questions for employers and organisations

Can an employer ask employees for a National Police Check?

Yes, it is within your right as an employer to ask your employees to conduct a National Police Check.

How often should employees get a National Police Check?

If there are no legislative provisions, then it is up to the employer to make a policy decision as to how often they require their employees to update their Criminal History Checks.

Do volunteer employees need a National Police Check?

Again, if there are no legislative requirements, then it is up to you as the employer to make a decision as to whether you would like your employees, (whether they are paid or volunteers), to have National Police Checks conducted. A volunteer concession form must be completed and signed by the organisation the person is assisting in order to access the reduced volunteer fee of \$14. What does a WWC clearance cost?

What will I see when I get the results back?

If the applicant requests that the original of their National Police Certificate goes directly to you as the employer, then you will receive a letter which will outline any disclosable court outcomes that person may have. This may not include everything on a person's criminal record, as some convictions may be spent or have become undisclosable over time.

How do I evaluate the information I receive back?

When analysing or vetting information on an employee's National Police Certificate, you need to take into consideration the *Anti-Discrimination Act*. Information contained on a National Police Certificate is sensitive information that is released to you for a specific purpose and must remain confidential. If you see something that is relevant to the position or work the employee will be doing, then you may use that information at your discretion. However if it is not relevant, you may face issues of anti-discrimination.

Quick National Police Certificate Checklist

SAFE NT is responsible for producing National Police Certificate for employment, voluntary work and occupation – related licensing or registration purposes. The below checklist may assist in making the process as seamless as possible for you and your employees.

- Check personal details and ensure you have provided current contact information – ie your postal address receives post.
- Ensure your 100 points of identification match your legal name of application. The certificate is issued in your legal name, not the name you wish to be known by ie William not Billy.
- Make sure you have provide 100 points of identification or more – More identification is better, remember to ensure at least one that is photographic.
- Be sure of which National Police Check you require, seek advice from the organisation requesting it, and note fingerprints are only offered in limited locations.
- Payment must be made with each application – pay at the lodgement locations or you can pay online when applying online.
- Note down your application number and follow up with SAFE NT that it was received. For applications lodged at the Territory Business Centres or Police Stations, please follow up a week after lodgement
- Once finalised the certificate will be posted to you on paper bearing security features to protect the individuals and ensure the integrity of the document.

Things to remember

- Online is fastest
- You must ensure that you have provided sufficient points of identification.
- Applications received by email or fax will not be processed.