

How to Obtain a National Police Certificate

If you have already undergone a National Police Record Check within the past six months you may submit the ORIGINAL document (National Police Certificate) to the School of Nursing and Midwifery. Copies will not be accepted.

Tasmanian Students

Download an Application for History Record Check form from the Tasmanian Police website at:

<http://www.police.tas.gov.au/services-online/police-history-record-checks/>

Complete the following details on the application form:

Section 1: Complete applicant details

WRITE YOUR OWN NAME AND ADDRESS

(Do NOT write that of the University or your School)

Section 2: Tick "National Police Record Check"

Section 3: In the **option 2 – Annulled record** box tick "Student"

Section 4: Attach copies only of documents required as evidence of identity

Section 5: Tick the box for a receipt of payment

Section 6: Not applicable

Section 7: In addition to your signature (the applicant), a witness who knows you will also need to sign the form

Submit the form with the required payment and documents submitted directly to your nearest Tasmanian police station or post office.

New South Wales Students

Students undertaking placements within NSW are required to meet NSW Health Policy 2010 requirements for clinical placements. All procedures and forms are available from the NSW Department of Health website at: http://www.health.nsw.gov.au/jobs/student_clearance/index.asp.

Follow the processes contained within the NSW Health Policy, 'Notice to Students enrolling in courses that require clinical placements in NSW Public Health Facilities', located on the Instructions to Students page at: http://www.health.nsw.gov.au/resources/jobs/student_clearance/S3_Instruction_to_Students_TOC_pdf.asp

International Students

International students are required to undertake an equivalent National Police Check for their country of origin or the country they have resided in the last 12 months and produce an original copy of their National Police Certificate, or equivalent that has been translated into English.

Placements in other States/Territories and Countries

Students undertaking placements in other states/territories or countries may be required to apply for additional related documentation – more information will be provided to students on an individual basis.