

## How to Obtain a National Police Certificate

Students who undertake professional experience placement (PEP) within the College of Health and Medicine (CoHM) are required to obtain a National Police Certificate to comply with the CoHM National Police Check Process. The College have an agreement with fit2work who provide an online National Police Check service, however, students are also able to obtain a National Police Certificate from Tasmanian Police for students studying in Tasmania or the New South Wales (NSW) Police for students studying in NSW. Further information on each of these services is provided below.

**NOTE:** National Police Certificates accepted by the CoHM are those provided by State or Territory Police or fit2work. Upon receipt of your National Police Certificate please update InPlace with your fit2work/NSW Police reference number or provide in person your certificate to your School Placement Administrator for sighting. The Professional Experience Placement Coordinator/Administrator of your relevant Program will then review. Please note, for privacy reasons – do not email a copy of your police certificate.

### fit2work National Police Check

fit2work offer an online application process to obtain a National Police Certificate at a cost of \$24.90 (plus GST) for all CoHM students. You are only able to access this offer by clicking on the link below:

<https://fit2work.com.au/PreEmployment.aspx?id=unitas>

### Students Studying in Tasmania

You may choose to use fit2work or you can obtain your National Police Certificate from Tasmanian Police.

**Tasmania Police:** Download the Consent to Check and Release a National Police Certificate – Application from the Tasmania Police website. Read the information below **before** you complete the Application form – in particular, note that at Section 3 of the form you must tick the “Child Related Health” option otherwise your Police Certificate will not meet the compliance requirements for your PEP placement.

#### Important Information for Completing Your Application

- Section 1: Complete applicant details **(Write your own address - Not that of the University or your School)**
- Section 2: Tick “National Police Record Check”
- Section 3: In the **Option 1 – Employment/ Privilege under Schedule 1** box tick “Child Related Health”  
**(Schedule 2 Annulled Police Checks are not accepted.)**
- Section 4: Tick the box for a receipt of payment
- Section 5: Not applicable
- Section 6: Attach **certified copies** of documents required as evidence of identity  
*NOTE: For information regarding [Certified Documents](#)*
- Section 7: In addition to your signature (the applicant), a witness who knows you will also need to sign the form

You can download the **Consent to Check and Release a National Police Certificate – Application** form from the Tasmania Police website at: <http://www.police.tas.gov.au/services-online/police-history-record-checks/>

*Note: Allow up to three weeks for application to be processed.*

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## Students Studying in NSW

You may choose to use fit2work (preferred) or you can obtain your National Police Certificate from NSW Police.

### NSW Police:

- complete an online application form at:  
<https://portal.police.nsw.gov.au/s/policecheck-triage> (click through the initial questions till you reach the question: What type of application do you want to submit?);
- Type of Check: “name and date of birth check \$50 ”;
- Select purpose of check: “**Student Placements**”;
- Then click ‘continue’;
- Upload required proof of identity documents and pay online; and
- present the printed confirmation page and proof of identity documents used to NSW Police (your application will not be processed until this action has been completed).

*Note: Allow up to three weeks for application to be processed.*

Upon receipt of your National Police Certificate please update InPlace with your National Police Certificate Number and Application Number. The Professional Experience Placement Coordinator/Administrator of your relevant Program will then review.

## International Students

In **addition** to the procedural requirements above, international students and students who have been a citizen of or have resided in another country since turning 18 years of age, must submit a National Police Certificate (or equivalent that has been translated into English) from the country of birth or country of residence.

## 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. Current example:

- **Tasmanian student of Nursing** applies to undertake a placement in **NSW**. The student has an offence recorded on their NPC, so must submit their NPC to NSW Health for risk assessment. The student is contacted by the NSW PEP Coordinator to discuss the risk assessment process.

**Upon receipt of your National Police Certificate please update InPlace with your fit2work/NSW Police reference number or provide your original document in person to the Professional Experience Placement Coordinator/Officer of your relevant Program for review. *Do not email your National Police Certificate.***