

14.3 NATIONAL POLICE CERTIFICATE

1 PRINCIPLE

Ministers and those in placement in the Uniting Church in Western Australia are required to have a current National Police Certificate (NPC). These guidelines are to assist in understanding and procedures for obtaining a NPC.

A National Police Certificate is a list of a person's disclosable Court outcomes and pending charges sourced from the databases of all Australian Police Jurisdictions. Certain convictions may not be disclosed on a NPC in accordance with the legislation and policies of various police jurisdictions (e.g. Spent Convictions and most traffic and juvenile convictions).

2 VALIDITY

A National Police Certificate lists the disclosable criminal history information that is available on the day it is issued. WA Police imposes no period of validity on NPCs; it is up to employers and organisations to determine the currency of a NPC they will accept.

The Uniting Church in Western Australia has determined that a National Police Certificate needs to be renewed every three (3) years.

3 PROCEDURE

Application & Cost

- An application form is available from participating Australia Post outlets or online. (Refer to the WA Police website below).
- Completed application forms along with payment and identification (100-point check) can only be lodged at a participating Australia Post outlet.
- Application fee \$62.75 (2012/2013 fees).

Process Once NPC Obtained

- On receipt of your National Police Certificate you are requested to send a certified photocopy of the original to:
Associate General Secretary (Pastoral)
Uniting Church Centre
GPO Box M952
PERTH WA 6843
- The photo-copy of the original needs to be certified as an identical copy of the original by an 'Authorised Witness'. An 'Authorised Witness' includes occupational groups that are able to witness statutory declarations including teachers, engineers, doctors, public servants, Ministers of Religion, physiotherapists.

A suggested wording for the certification is as follows:

*I certify that this appears to be a true copy of the document
produced to me on <date>.*

Signature

Name

Qualification (eg JP, Pharmacist)

- Retain the original of the National Police Certificate for your safe-keeping.

If a criminal history is disclosed this must be discussed with the Associate General Secretary (Pastoral). Note: A criminal history does not necessarily exclude you from ministry.

Ministers are encouraged to take note of point 6 under the Code of Ethics (July 2009).

4 REFERENCES

Western Australia Police Website:

<http://www.police.wa.gov.au>

Witnessing Documents

http://www.courts.dotag.wa.gov.au/w/witnessing_documents.aspx