

# How to complete a National Police Certificate

Due to significant National Police Certificate Process changes, applicants are encouraged to complete an online form rather than hardcopy form and then attend a police station with the completed form and 100 Point ID. Below is a step by step process of how to complete the new process of a National Police Certificate.

1. Go to the SAPOL website: <http://www.police.sa.gov.au/sapol/home.jsp>
2. Download the PD267 form and fill in all relevant details as demonstrated below. Click into an area and start typing your details. If the form has not been completed, you will not be able to print.

**South Australia Police** PD267  
**National Criminal History Record Check Application**

Please complete page 1 of form online before printing. \*Denotes mandatory field  
Enquiries: Records Release Unit (T) 08 8204 2455 or (E) SA POL.records@police.sa.gov.au

**APPLICANT DETAILS**

Family Name\*  
S M I T H

First Given Name\*  
J O H N

Other Given Name(s)  
E D W A R D

Specify Other Name Type Maiden  Previous  Alias  Note: if you have more than one previous name, list on a separate sheet and attach to application

Other Family Name

Other First Given Name

Other Given Name(s)

Current Residential Address\* Send NPC to this address   
1 1 7 S O U T H R O A D

Suburb/Town State Postcode Country  
T H E B A R T O N SA 5 0 3 1 A U S

3. Print the completed application, and then attend a police station with the completed form and original 100 Point Identification and a photocopy of these documents for certification and lodgment with the PD267.  
To meet the 100 point requirements, please visit:  
[http://www.police.sa.gov.au/sapol/services/firearms\\_weapons/firearms\\_clubs\\_licences\\_registration/how\\_to\\_obtain\\_a\\_firearms\\_licence/100\\_point\\_identification\\_system.jsp?str=ID%20of%20points](http://www.police.sa.gov.au/sapol/services/firearms_weapons/firearms_clubs_licences_registration/how_to_obtain_a_firearms_licence/100_point_identification_system.jsp?str=ID%20of%20points)
4. Once you have attended the Police Station and have had your application stamped, send it back to the Edmund Rice Office (117 South Road, THEBARTON 5031) for the VOAN section to be completed. The application will then be forwarded to the Records Release Unit for processing.
5. Applicants unable to complete the online form must contact Records Release Unit (RRU) on 08 8204 1408 to request a hard copy.
6. Certificates will only be released to the applicant. There will no longer be an option for the applicant to nominate the volunteer organisation (or other third party) to receive the certificate on their behalf.
7. When you have received the National Police Certificate, please forward a photocopy to the office (or the original if you do not have access to a copier, which will be returned to you as soon as possible) which will be kept in your file.