

National Police Check Online Application Form Instructions

To Start

1. Please go to <https://afpnationalpolicechecks.converga.com.au/>
2. Tick “I have read and understood the instructions above.”
3. Click “Start New Online Application

1.1 Proof of Identity

Choose the documents you will be uploading to the application.

Tick “I have scanned the identity documents specified above that will be loaded to my application.”

2.1 Applicant Details and 2.2 Email Address

Enter your name, date of birth and **our email address** – hello@hammondmigration.com.au

2.3 Purpose of Check

For Purpose Type, choose “Commonwealth Employment / Purpose”.

For Purpose of Check, choose “33 – Immigration/Citizenship – for supply to the Department of Home Affairs” (see screenshot below).



The screenshot shows a light blue form with three rows. The first row is labeled 'Purpose Type' and has a dropdown menu with 'Commonwealth Employment / Purpose' selected and a red asterisk to the right. The second row is labeled 'Purpose of Check' and has a dropdown menu with '33 - Immigration/Citizenship - for Supply to the Department of Home Affairs' selected and a red asterisk to the right. The third row is labeled 'Released Offences' and has the text 'All Commonwealth offences. Other State/Territory offences as legislation permits'.

2.4 Type of document

We only require a digital version of your National Police Check. There is no need to request the Hard Copy Certificate for immigration purposes.

3.1 Applicant Consent

Check that your name has been spelled correctly and the correct date of birth has been entered.

Tick the box at the bottom “By selecting this box you are acknowledging that you have read the above terms and conditions and are consenting to the Australian Federal Police to complete a National Police Check on your behalf”.

4.1 Identification Documents

Upload your documents. The files must be in .JPG .PDF or .TIF format and each file must be no more than 4MB in size.

Tick the box at the bottom “I have uploaded 100 points of identification documents and have verified that these are the correct documents”.

5.1 Applicant Details

Enter your country of birth, daytime contact number and Australian Driver’s Licence No (if you have one) and its Issuing State.

Tick Yes or No for “Have you ever been known by any other name (e.g different given/middle names, maiden name, previous married name etc)?”

5.2 Other names

If you have been known by any other former names, aliases or maiden names, please include these in the application. To avoid delays, please ensure you enter all your names/aliases.

6.1 Current Residential Address

Enter your current residential address and the address start date. This must not be a PO Box or Business Address.

6.3 Previous Residential Address

If you have not resided in your current address for the past 10 years or more, provide details of all previous residential addresses for the past 10 years including the address start date.

7.1 Confirm Details

Confirm your details entered.

Tick the 2 boxes below “My name(s) and date of birth are correct” and “I have attached the following documents as proof of identity”.

Proceed to make payment.

What Happens Next?

The current processing time for a National Police Check is about 15 working days from the day the application is received. Once your application has been processed, your certificate will be dispatched the next business day via email.

If you opted for post (not recommended for immigration purposes) the certificate will be sent by Australia Post to your nominated address. Current postage times are between 3 to 7 working days.

If you used a personal email address, please forward a copy of the certificate to us by email.

If your National Police Check is clear, we will provide it to Immigration. If it is not clear and shows convictions or pending charges, we will contact you to discuss.