

## **Australian Federal Police Check- Application Guide**

ALL Camp America applicants MUST complete a new **National Police Certificate** issued by the Australian Federal Police for every season of the Camp America program. Camp America will only accept a Background Check that comes directly from the Australian Federal Police.

You have two options for submitting your AFP application:

- **Online-** <https://afpnationalpolicechecks.converga.com.au/>. This is the recommended method. As the application will be processed online much quicker than the paper version.
- **Mail-** There is the option of completing the paper form found in the following link and mailing it to the Australian Federal Police office in Canberra City, [https://afpnationalpolicechecks.converga.com.au/static/images/afp/npc\\_offline\\_for\\_m.pdf](https://afpnationalpolicechecks.converga.com.au/static/images/afp/npc_offline_for_m.pdf).

**The AFP application MUST be completed after you have attended an interview with a Camp America representative and before you can be officially Placed in our system. Failure to ensure that the Camp America office receives this document could result in delays with finalising a Summer Camp Placement and the J-1 Visa process.**

**THE ORIGINAL AFP CERTIFICATE MUST BE SENT TO THE CAMP AMERICA SYDNEY OFFICE FOR APPROVAL (P.O. Box 1319, Darlinghurst, NSW, 1300). Photocopies will not be accepted. If you opt for the DIGITAL CERTIFICATE, you must forward the digital version to us at [info@campamerica.com.au](mailto:info@campamerica.com.au)**

### Online Applications:

It can take approximately 7-10 business days for Clearances to be processed by the Australian Federal Police after they have received an online application. The paper application can take longer, so we do recommend this method.

- **Apply using this link-** <https://afpnationalpolicechecks.converga.com.au/>.
- **Type of Check Required:** Name Check Only (Fee \$42).
- **Section 2.3-** Purpose Type- Commonwealth Employment/Purpose. Then tick 37- Care of Children/Intellectually disabled/Aged Care staff/Volunteers.
- **SECTION 6.2- Mailing Address for Police Certificate:**  
Camp America, PO Box 1319, Darlinghurst, NSW 1300

### Paper Applications:

- **SECTION 1- Type of Check Required:** Name Check Only (Fee \$42).
- **SECTION 6- Mailing Address for Police Certificate:**  
Camp America, PO Box 1319, Darlinghurst, NSW 1300
- **SECTION 8- Purpose of Check:** Commonwealth Employment/Purpose. Please tick 37- Care of Children/Intellectually disabled/Aged Care staff/Volunteers.
- You must submit the form no more than three months after signing it.
- Mark the appropriate check boxes with a cross (X).

- Ensure you secure all paperwork, forms, payment, and identification to your application.
- Ensure all the necessary details have been completed and the form is **signed and dated**.
- The application form must be completed using **block letters** (i.e. capital/uppercase).
- Bank cheques and money orders are to be in Australian dollars (\$42 AUD) and are to be made payable to the *Australian Federal Police*.
- If paying by bank cheque it must be from an Australian bank or financial institution affiliated with an Australian bank. **Personal and Company cheques will not be accepted.**
- The correct payment must be included with **all** applications. Remember to keep a copy of the payment receipt.
- Post Paper application directly to: Australian Federal Police, Criminal Records, Locked Bag 8550, CANBERRA CITY, ACT 2601

The following requirements **must** be met when submitting an AFP National Police Check (NPC) application. **Failure to meet the required standards will result in the application not being processed.**

1. All other names by which you are known or have previously been known (such as your maiden name), must be provided in full, including given names. Check that your date of birth is correctly entered.
2. **Full payment must accompany the application.** You can pay using Visa, Mastercard, or American Express. Alternatively, for a manually completed application you may pay by bank cheque, which must be in Australian dollars or money order obtainable from Australia Post. **Personal and Company Cheques will not be accepted. Please do NOT send cash. Applications with incorrect amounts will not be processed.**
3. Copies of identification documents totalling 100 points must be provided. Details of the points attributed to identification documents are provided as part of the application process. **DO NOT SEND ORIGINAL IDENTIFICATION DOCUMENTS WITH YOUR APPLICATION.**
4. Ensure all the necessary details are submitted, including signed consent and copies of identification documents. Please note parental consent will be required if the applicant is under 18 years of age.

Before submitting an application you should ensure you are in a group to which the AFP provides National Police Checks, as detailed above, and that you have read and understand the [Spent Convictions Scheme](#) and how it applies to your application.