

CRSA's programs require all group members to have a valid National Criminal History Check and Working with Children Check.

How to apply for a National Criminal History Check (AFP Check)

- 1** You can apply for an AFP Check [here](#) (this is cheaper and faster than applying directly to the Australian Federal Police). You should apply for an individual police check (Volunteer Check), which costs **\$29.00**. Processing times are 1-2 days for 70% of applications, and 3-12+ days for 30% of applications. Please note you will need to scan hard copy ID documents and upload them as PDFs to the AFP Check application form. Screenshots of digital drivers licences or similar are not accepted.
- 2** List the reason for the check as 'Refugee mentor' and the level of contact as 'Unsupervised contact'. If unsupervised contact is not specified on the check, we will ask you to obtain a new one.
- 3** If you already have a clear and valid AFP Check with more than 12 months before expiry [allowing for unsupervised contact] and you do not have any subsequent criminal history or proceedings against you, you may use that AFP Check in your group's application.



How to apply for a Working with Children Check (WWCC) or equivalent

- 1** The process for applying for a WWCC varies by state/territory. You should apply for a volunteer check, which are generally free. Please note you will need to scan hard copy ID documents and upload them as PDFs to the WWCC application form. Screenshots of digital drivers licences or similar are not accepted.
- 2** If you are in NT, QLD, or WA, you will need a non-profit organisation to help you submit your WWCC application. If your group is not part of, or associated with, an SCO, please email Nicole Watkins at Nicole.watkins@refugeesponsorship.org.au and we will try to help you find an organisation that can assist you with this.
- 3** If you already have a valid WWCC for the state/territory from which you will be participating in the GMP you do not need to obtain a new one.. Please note, if your WWCC is due to expire in the next 6 months, you will need to obtain a new one.



For application details by state/territory click on the links below:

- [ACT](#) (NB: if you have an ACT WWCC expiring on or after 16 March 2020, its validity has been extended due to COVID-19)
- [NSW](#) (NB: New NSW WWCCs can take up to ten weeks to be processed)
- [NT](#)
- [QLD](#)
- [SA](#)
- [TAS](#)
- [VIC](#)
- [WA](#)

