



## Criminal Record Screening (CRS)

### Frequently Asked Questions (FAQs)

#### **Q: How do I apply for a criminal record screening? (“White Card”)**

A: There are two options for obtaining a WA Health screening:

1. Submit valid National Police Certificate (NPC) to Health Support Services (HSS) (with date of issue being strictly within the past 12 months). There is no charge in this instance.
  - State or Federal Police
    - Complete the request form and post or email it to HSS with a certified copy of the NPC.
  - Private company
    - The check must include a child/vulnerable check and be an Australian screening (overseas screenings cannot be accepted)
    - Complete the request form and post or email a certified copy to HSS
  - Digital National Police Certificate (State or Federal Police Force)
    - Email a copy to HSS (certification is not required)
    - The copy must have a QR Code that can be scanned for a compliance check
2. Submit a Criminal Record Screening Request Form to Health Support Services (HSS)
  - Complete the attached request form and post it to HSS along together with the minimum proof of identity documents required as described on page 7 that have been certified and payment of \$33.00 (cheque/money order made out to WA Health)
    - There are currently no options for electronic payment

#### **Q: How do I certify documents?**

A: Certification refers to a document copy that has been signed to confirm it is genuine.

- Document copies can be certified by someone that has known you for 12 months or more (who is not related by birth or marriage). This witness must be contactable by telephone during normal working hours.
- Alternatively document copies can be certified at a pharmacy, police station or post office.

Certification by a witness includes the following information written on the document copy:

- A statement of authenticity: e.g. 'Certified to be a true copy of the original seen by me'
- A signature and date of the witness
- A printed name under the signature.
- Additional information such as the occupation, address and telephone number of the witness.

#### **Q: How long does a screening last?**

A: The WA Health Criminal Record Screening is valid for 3 years. If you present a National Police Certificate for clearance, the clearance date on your card will reflect the clearance date on that certificate.

**Note:** The information you provide in this Form, and which the Australian Criminal Intelligence Commission (ACIC) provides to the Department on receipt of the form, will be used only for the purpose stated above unless statutory obligations require otherwise.



**Q: What if I only need to renew my clearance?**

A: Renewal is no different from applying for a new screening. You need to submit a completed consent for or send through a certified copy of your National Police Certificate (paper or digital).

**Q: How do I pay for a screening?**

A: The fee payable for your Criminal Record Screening check is \$33.00 (GST incl.) and needs to be paid by cheque or money order made out to WA Health. Unfortunately there is currently no facility for electronic payments.

**Q. Is there a charge if I have been screened elsewhere?**

A. If you hold a valid Australian Federal Police (AFP) check National Police Certificate (NPC) issued within the last 12 months there is no additional fee payable to WA Health. The clearance must have no convictions listed that contravene WA Health's Criminal Record Screening policy, and must be provided as certified supporting documents attached to the consent form.

**Q. Will I be issued with a card if I have an external screening?**

Yes. A clearance card will be issued from HSS based on the issue date that the original screening was completed and will be valid for 3 years from that date. A copy of the Clearance Card will be emailed in the first instance then posted on the same day. If an Email address was supplied.

**Q: How long until I receive my card?**

A: For those who have paid \$33 and HSS has requested a screening the clearance times are dependent on a response from the Australian Criminal Intelligence Commission (ACIC) and can vary due to many factors, including previous convictions. Your card will be issued promptly once the clearance confirmation has been received. NPC's are actioned as soon as they come in.

**Q. I have an international clearance. Can I use that instead?**

A. Overseas clearances cannot be accepted. The National Police Certificate (or equivalent) must relate to an Australian criminal screening.

**Q. How long before I need my card should I apply?**

A. You should apply at least 6 weeks prior to your placement or earlier if possible. As soon as you are aware you are going on clinical placement apply for CRS the sooner the better.

**Q. Where do I send my request form or certified certificate?**

A. Forward your completed requests form together with the \$33.00 and ID to:

**The Criminal Records Screening Office  
WA Health  
Locked Bag 60  
PERTH BUSINESS CENTRE WA 6849**

The Criminal Record Screening Unit can also be contacted via phone and email:

**Phone:** 13 44 77

**Email:** [hss.crs@health.wa.gov.au](mailto:hss.crs@health.wa.gov.au)

Digital clearances can be emailed to: [hss.crs@health.wa.gov.au](mailto:hss.crs@health.wa.gov.au). Include your surname in the email subject line and include your contact phone number and current postal address in the body of the email.

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