



Criminal Record Screening

Information Sheet for applicants

Who needs a Criminal Record Screening?

The following individuals are required to undergo a Criminal Record Screening.

- Prospective employees
- Existing employees
- Students on placement
- Independent contractors and non-government organisations
- Private agency
- Individuals employed from overseas
- Other people engaged to provide services to the WA health system

How to apply for a Criminal Record Screening?

There are three options available:

1. Applicant applies for a Nationally Coordinated Criminal History Check (NCCHC), that is undertaken by HSS (as an accredited body) with the individual's consent.
2. Applicant provides a National Police Certificate (NPC) issued within the past 12 months.
3. Applicant provides a NCCHC (from a commercial accredited body), issued within the past 12 months.

The below table outlines which options are available to each category of applicants:

Category of Applicant	Option 1	Option 2	Option 3
Prospective employee	✓	✓	✓
Existing employee	✓	✓	✓
Student on placement	×	✓	✓
Independent contractors and non-government organisation	×	✓	✓
Private agencies	×	✓	✓
Individuals employed from overseas	✓	✓	✓
Other people engaged to provide services to the WA health system	×	✓	✓

Our vision: Great services, valued partner, healthy Western Australians



Option 1: Applying for a NCCHC, that can be undertaken by HSS (as an accredited body) with the applicant's consent.

A new employee or a current employee who is required to undertake a screening can consent to a NCCHC, through the onboarding process or through a [D10 Request for a Nationally Coordinated Criminal History Check Form](#). The \$33.00 screening will be deducted from their salary.

NCCHC contains all Disclosable Court Outcomes (DCOs) of an applicant. The check results report shows all convictions, including traffic charges that lead to convictions and all pending charges. HSS will apply, with the applicant's informed consent, to the Australian Criminal Intelligence Commission's National Police Checking Service. If any DCOs appear on an applicant's Check Results Report, the HSS Certification Team will send the applicant a copy of the report for verification purposes, prior to this information being shared with the relevant WA health entity, for assessment of suitability to employ.

Q: How do I dispute information from a NCCHC Check Results Report?

Applicants who wish to dispute information recorded on the Check Results Report should reply to the email received from HSS Criminal Record Screening, (hss.crs@health.wa.gov.au) who will coordinate the dispute process on the applicant's behalf. Please refer to the Dispute Process Information Sheet for further information.

Q: Will I receive a WA Health Criminal Record Screening (CRS) Card?

No. Only Health discipline students and School Based Nurses will be issued with a WA health CRS card, at no cost.

A NCCHC results report is available to the applicant 3 months from date of issue, upon request. During this time, HSS have access to download the applicant results, from the ACIC National Police Checking Service so that the applicant may retain the document for their own use. After this time, HSS are unable to provide a copy of the NCCHC result.

Option 2: Provide a National Police Certificate (NPC) issued within the past 12 months.

An NPC contains a list of a person's DCOs and pending charges from all Australian police jurisdictions. This includes traffic and non-police prosecuted matters and can be obtained by an individual directly from the Australian Federal Police, a State or Territory police service. [Apply for a National Police Certificate | Western Australian Government \(www.wa.gov.au\)](#)

Option 3: Provide a Nationally Coordinated Criminal History Check (NCCHC) (from a commercial accredited body), issues within the past 12 months.

A NCCHC contains all DCOs of an individual. The check results report shows all convictions, including traffic charges that lead to convictions and all pending charges. An applicant can apply for a NCCHC from a commercial accredited body from the list provided on the ACIC website: [National Police Checking Service | Australian Criminal Intelligence Commission \(acic.gov.au\)](#)

Health Discipline Students / Clinical Facilitator

Health discipline students and clinical facilitators must provide the HSS Certification Team, by email to hss.crs@health.wa.gov.au, with either:

- A [National Police Certificate](#) OR
- A NCCHC (from a commercial accredited body)
 - [List of ACIC commercial accredited bodies](#)

Either document will be accepted if it was **issued in the past 12 months**.

Note: Health Discipline Students / Clinical Facilitators do not need to submit the NCCHC application consent form or ID documents but must send to HSS either an NPC or NCCHC (commercial accredited body).

There is no charge for the cost of the CRS card (issued by HSS). Please ensure that your current postal address is on the NPC or NCCHC (commercial accredited body) or included in the email, so that the card can be issued correctly through Australia Post.

Volunteers

Volunteers who are engaged within the WA health system must either:

- Apply for a NCCHC with HSS, as the accredited body, through Volunteer Coordinators at a WA health entity using a [D10 Nationally Coordinated Criminal History Check](#) form, OR
- Provide a [National Police Certificate](#), issued in the past 12 months, OR
- Provide a NCCHC (from a commercial accredited body), issued in the past 12 months.
[List of ACIC commercial accredited bodies](#)

It is the responsibility of managers, supervisors, or volunteer coordinators to check volunteers have a current NCCHC, NPC or NCCHC (from a commercial accredited body) prior to commencing work.

Independent contractors and non-government organisations

Independent contractors who provide services to the WA health system must provide a NPC or NCCHC (from a commercial accredited body) issued within the past 12 months, prior to being engaged.

Non-government organisations funded by Government are required to conduct NPC or NCCHC (from a commercial accredited body) on their prospective employees. This requirement will form part of their contract or funding agreement. It is the responsibility of each contract manager within their WA health entity to check the status of all independent contractors prior to engaging them for services.

Independent contractors and non-government organisations must either provide:

- A [National Police Certificate](#) OR
- A NCCHC (from a commercial accredited body)
[List of ACIC commercial accredited bodies](#):

Either document will be accepted if it was **issued in the past 12 months**.