

Criminal Record Check Guideline (Australia)



This is a list for directions on obtaining police clearance certificates from Australia

- The '**Certificate of No Criminal Record**' can be obtained by applying by mail to the following address:

**Criminal Records Australian Federal Police at:
Locked Bag 1
Weston ACT 2611**

- Provide a **completed form 1101**, obtainable **from** the nearest **DIMIA office or Australian mission overseas** plus evidence of identity.
- **Resident** applicants should provide a stamped self-addressed envelope.
- **Non-resident** applicants should provide an international postal reply coupon.
- **Fee** payable by bank cheque or international money order if non-resident.

Application is to be forwarded to:

**The Visa Clerk Criminal Records Unit
P.O. Box 7777
Parramatta NSW 2124
Australia**

All of the following must be supplied:

- a) Full set of fingerprints taken and certified by any recognized police official.
 - b) Date of birth.
 - c) Country for which the certificate is required.
 - d) Name and address of the authority requesting the certificate.
 - e) International Bank Draft/Money Order in AUSTRALIAN DOLLARS for AUD 52.00 per person, made payable to the N.S.W. Police Service. Cheque is to have an endorsement to any Australian Bank.
- Applications not providing all of the above will be returned.

This office takes 2-3 weeks to process applications.