



Government of **Western Australia**
Department of **Communities**



Volunteers

The Volunteer National Police
Certificate Program





Volunteer National Police Certificates

Volunteer National Police Certificates (VNPCs) list an individual's disclosable court outcomes and pending charges from all Australian police jurisdictions, based on the purpose of the check. The police history information that can be disclosed is determined by each police agency, the purpose of the check and any other relevant legislation.

Why complete a police check?

Organisations may require police checks due to legislative, contractual or industry requirements. An organisation's risk management process also determines the need to conduct police checks on prospective volunteers. Organisations should assess the risks of engaging volunteers, and the requirements of the position as police checks may not be required for all volunteers. However, to protect vulnerable people, organisations dealing with children, the elderly, at-risk persons, and people with disabilities, typically required police checks. When used appropriately, checks are good practice for organisations to identify potential liabilities and hazards and promote safety.

Some questions volunteer involving organisations should consider when determining the requirements for background checks include:

- Does the role have legislative or contractual requirements for police checks? This means checks will need to occur.
- Will the position be unsupervised and/or interacting with vulnerable people?
- Will the role manage finances, sensitive information, or other valuable organisational resources?
- Does the role have specific responsibility for which a police check is necessary?
- What is the level of trust required for the position?

The Volunteer National Police Certificate Program

The Volunteer National Police Certificate Program, co-ordinated by the WA Police Force and the Department of Communities, offers discounted national police checks for registered Western Australian volunteer involving organisations. Only organisations are able to access the program and submit applications for their prospective volunteers.



Eligibility criteria

Volunteer involving organisations must register with the Department of Communities to be eligible for subsidised WA Volunteer National Police Certificates. To register for the program, organisations must:

- be incorporated, or have relevant legal status if a non-government group
- utilise volunteers in Western Australia for the benefit of the community and use checks for volunteers only
- comply with the National Privacy Principles (Commonwealth *Privacy Act 1988*)

If a volunteer group is part of an organisation with a number of branches or subgroups across WA, then only the central office should register. Organisation can only register once and cannot duplicate an existing organisation name.

If a national organisation has volunteers within Western Australia, it may register for the program and undertake checks for individuals residing in Western Australia only.

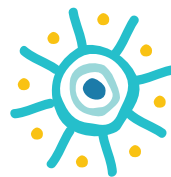
For general enquiries and new registrations

Department of Communities
Web: www.communities.wa.gov.au/VNPC
Email: volunteering@communities.wa.gov.au
Phone: (08) 6217 6888
Country free call: 1800 176 888

The registration process

1. Complete the WA Volunteer National Police Certificate Program online registration form.
2. Eligibility is assessed and linked with the WA Police Force.
3. WA Police Force provide the registered contact person with an instructional guide and access to the portal to begin submitting applications.

Allow up to five days for the registration to be processed.



For registered participating organisations and process related enquiries

The WA Police Force
Web: www.wa.gov.au/organisation/western-australia-police-force
Email: npc@police.wa.gov.au

FAQs

How much does the certificate cost?

Certificates cost \$18.00 and the cost is reviewed annually. (2024/25)

Who owns the certificate?

The WA Volunteer National Police Certificate contains personal information and is property of the volunteer applicant.

The volunteer involving organisation cannot retain copies of the certificate or the criminal record information disclosed.

How long will it take to receive a certificate?

Most straight forward applications will be processed within six business days, though if further checking is required this may take up to 15 days.

Further checking commonly occurs if an applicant shares similar details such as name or address with other individuals in the police system.

Who pays for the certificate?

Registered volunteer involving organisations are billed monthly by the WA Police Force.

Can my organisation accept an existing certificate?

It is up to individual organisations to decide the currency of police checks they are willing to accept.

A Volunteer National Police Certificate is valid as of the date of the application and there is no expiry date.

Who gets the certificate?

A digital copy of the WA Volunteer National Police Certificate is emailed to both the volunteer involving organisation and the volunteer.

I want to volunteer but my organisation is not registered, can I submit my own check?

No, all applications for the Volunteer National Police Certificate Program must be submitted through a registered organisation. Registered organisations will issue individual volunteer applicants with a portal link to complete the application.

Please refer to the Australian Criminal Intelligence Commission for a full list of accredited bodies which provide volunteer police checks for individuals.

Department of Communities

Telephone: 1800 176 888
Email: volunteering@communities.wa.gov.au
Website: www.wa.gov.au

Translating and Interpreting Service (TIS) – Telephone: 13 14 50

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service. For more information visit:
www.accesshub.gov.au/about-the-nrs