

AFP police check on-line guide

It will cost \$42.00. You can pay using Visa, MasterCard or American Express

Make sure you have access to a scanner or already have the documents saved on to your computer in the correct format (as indicated at the beginning of the on-line form).

You can cancel the application at any time up until you pay.

1. Click on the following link:

<https://afpnationalpolicechecks.converga.com.au/>

2. Read carefully and Agree to terms and conditions and click 'Start new on-line application'

3. Follow the instructions to acquire at least 100 points and make sure you **have these documents saved on your computer in the correct format (JPG .PDF or .TIF format)**, as you will need them later.

4. In the first section, fill in your personal details accurately and in the '2.3 Purpose of check' section, complete as follows:

Purpose type: select 'Commonwealth purpose/employment'

Purpose of check: select 'immigration/citizenship'

Click next

5. Download consent form, print, sign, scan, browse and attach in one of the formats they suggest (**JPG .PDF or .TIF format**). Click next

6. Tick the box to confirm the details on your signed consent form match those above. Click next.

7. Upload the identification documents you selected at the beginning (e.g. birth certificate, bank statement.)

Once uploading all documents click the tick box to confirm 'I have uploaded 100 points of identification documents and have verified that these are the correct documents.' Click next.

8. Verify and complete further personal details

Enter your current residential address. However, in '**6.2 Mailing Address of the Certificate**', **please enter Bibber's address** so the certificate is sent directly to us.

Bibber International
PO Box 146
Glenelg
SA
5045

Add 'Previous residential address' if applicable

9. Confirm Details and tick the boxes if correct and proceed to payment.

After payment, you will receive an automatically generated e-mail with an application reference number and a receipt of your payment.

You will then receive an e-mail when your Police check has been completed, advising you that it will be sent to the nominated address.