



National Police Certificate (NPC) for Accreditation

Why do I need to provide a current NPC?

You as an accredited operator or nominated responsible person must be a fit and proper person.

Any convictions for offences or crimes, in particular, offences which are considered serious offences under the [Passenger Transport Services Act 2011](#), are considered when making a determination about whether you are a fit and proper person.

A NPC provides a record of all disclosable prior convictions and findings of guilt. The information is used to help make a determination about whether you are a fit and proper person.

What type of NPC is required for accreditation?

The only type of NPC that is acceptable for accreditation is a NPC Schedule I record obtained through Tasmania Police (or interstate equivalent).

There are different types of NPCs available. Be wary of commercial online crime certification or checks. It is important that you supply the correct type of NPC obtained through Tasmania Police or it will not be accepted and you will need to acquire the correct one.

A NPC obtained through Tasmania Police that is issued for the purposes of a schedule I record will contain the official insignia reserved for Tasmania Police, as well as your own personal reference code and will note that it has been issued by Criminal History Services, Tasmania Police.

I need a NPC because...

... I am applying for accreditation

The applicant (if not a corporation) or the nominated responsible person must submit a current NPC as part of the application for accreditation.

... I am complying with the conditions of an accreditation

A standard condition of accreditation requires the holder of the accreditation or nominated responsible person to supply a current NPC to the Transport Commission.

These documents are required at regular intervals (normally three years). The schedule which you are due to supply the NPC to the Commission is printed on your accreditation certificate. By law you must supply your NPC before the due date.

How do I get a NPC?

You can get an application form for a NPC:

- from a Service Tasmania shop, police station or
- go to <http://www.police.tas.gov.au/services-online/police-history-record-checks/> to download it from the Tasmania Police website.

The form is called 'Consent to Check and Release a National Police Certificate - Application Form'.

For accreditation, the purpose of the record check is Driver / Public Passenger Licence under Option 1 – Employment / Privilege under Schedule 1.

Does it cost to get a NPC?

You will need to pay a fee for the NPC and these fees can be found on the Tasmania Police link as the end of this page.

Where do I send the NPC?

You can submit the NPC to the Commission by:

- posting a certified copy to: Regulations and Concessions Unit, GPO Box 1232, Hobart TAS 7001; or
- scanning and emailing the NPC to: operator.accreditation@stategrowth.tas.gov.au.

What certificates won't be accepted?

We can only accept current NPCs issued by Tasmania Police (or interstate equivalent) for the purposes of a schedule 1 record.

Certificates older than 90 days, good character checks, personal references, other national police checks or certificates obtained from an internet-based facility or website (other than downloaded from the Tasmania Police website above) will not be accepted.

Relevant links

Tasmania Police: [Police History Record Checks \(link\)](#)

Department of State Growth: [Operator Information \(link\)](#)

Relevant Legislation: [The Law \(link\)](#)