

National Police Certificate (NPC) for accreditation

Why do I need to provide a current NPC?

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* [the Act]) are considered when making a determination about whether a person is a *fit and proper* person.

An NPC provides a record of all disclosable prior convictions and findings of guilt and is used to make a determination about whether or not a person is a *fit and proper* person to hold accreditation or be nominated as a responsible person for the accreditation.

What type of NPC is required for accreditation?

The **only type of NPC** that is acceptable for accreditation is an NPC obtained through *Tasmania Police that is issued for the purpose of a Schedule 1 record*. There are different types of NPCs available. It is important that you supply the correct type of NPC or it may not be accepted and you will need to get the correct one.

How do I get an NPC?

You can get an application form for an NPC from a Service Tasmania shop, police station or download it from the Tasmania Police website at <http://www.police.tas.gov.au/services-online/police-history-record-checks/> The form is called a 'Consent to Check and Release a National Police Certificate'. For accreditation, the purpose of the record check is *Option 1 – Employment/Privilege under Schedule 1 - Driver / Public Passenger Licence*.

Does it cost to get an NPC?

You will need to pay a fee for the NPC.

I need an NPC because –

(a) I am applying for accreditation

The proposed holder of the accreditation or the nominated responsible person must submit a current NPC as part of the application for accreditation.

(b) I am maintaining an existing accreditation

A standard condition of accreditation requires the holder of the accreditation or nominated responsible person to supply a current NPC to the Commission every three years. The date by which the NPC must be provided is printed on the accreditation certificate.

Where do I send the NPC?

Have a copy of the NPC certified and send **the certified copy** of the certificate to the Commission by:

- posting to: Regulations and Concessions Unit, GPO Box 536, Hobart TAS 7001; or
- scanning and emailing to: operator.accreditation@stategrowth.tas.gov.au

Certificates that won't be accepted

Only current NPCs will be accepted. Certificates older than 90 days, good character checks, personal references, 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.