

## DIGITAL NATIONAL POLICE CERTIFICATE APPLICATION GUIDE

As an integral component of the HRNSW Standardbred harness racing licence application process, it is a mandatory requirement (per the HRNSW Licencing Policy) for all individuals aged eighteen (18) years or age and over applying for a licence to provide HRNSW with an approved Digital National Police Certificate in support of their licence application.

All licence types and licence levels require the provision of a Digital National Police Certificate, including licence applications for Stablehands, both Driving and Non-Driving.

Additionally, individuals that are applying for a licence upgrade, or are reapplying for a licence after an extended period of time away from the industry (deemed to be a period of four years or more) or where it is otherwise deemed necessary or appropriate by the HRNSW Licencing Committee, may be directed to obtain an updated Digital National Police Certificate in support of the reapplication or upgrade.

Note that individuals that have been issued with a licence whilst considered a minor (ie: 17 years of age and under) will be required (as directed by the HRNSW Licencing Committee) to submit an approved Digital National Police Certificate once they reach 18 years of age.

**Digital National Police Certificates must be obtained from the NSW Police Force website – HRNSW do not accept, under any circumstances, certificates obtained from third party certificate providers in support of HRNSW harness racing licence applications.**

Additionally, Digital National Police Certificates accompanying licence application submissions must have been obtained within three months of the licence application document and supporting materials being made available to HRNSW.

Certificates submitted that are more than three months old will be considered expired, and the individual will be required to reapply for an updated Digital National Police Certificate before the licence application will be considered by the HRNSW Licencing Committee.

To obtain the HRNSW approved certificate, the link provided below will direct the applicant to the **NSW Police Force Community Portal** webpage:

[https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP\\_PoliceCheck](https://portal.police.nsw.gov.au/s/policecheck-definition?reportType=CP_PoliceCheck)

The online application process is reasonably self-explanatory, however; listed below are key pointers to assist the individual with the selection of the correct Digital National Police Certificate.

- Click on the **APPLY NOW** button under the **INDIVIDUAL** section to launch the application process;
- The type of application to be applied for is the **Name and Date of Birth Check : \$50**;
- Select **Employment** as being the purpose of the application;
- Enter the type of licence being applied for (ie: Non-Driving Stablehand, C Grade Driver, B Grade Trainer, etc) under the **Please specify your occupation** tab;
- If the individual has had cause to change their name (ie: due to marriage, divorce, legal application, etc) or have previously been known by, or are currently known by, an alias, they must include this information in their response to the **Have you previously been known by any other names** section of the application;

Once the Digital National Police Certificate is made available (as these applications are digital in nature, the digital certificate will be emailed through to the applicant, although printed copies are available at an additional cost) a copy of the certificate is then to be included with the balance of the licence application and emailed through to [licensing@hrnsw.com.au](mailto:licensing@hrnsw.com.au).

Should there be any questions or difficulties regarding the Digital National Police Certificate application process, please contact the NSW Police Criminal Records Division on 02 8835 7888 (between 7:00am and 4:30pm) or email [crs@police.gov.au](mailto:crs@police.gov.au).