



**Only apply for an Australian Federal Police Check – Number 35!  
No other type of check will be accepted.**

As a participant on one of CCUSA's camp programs you must obtain an Australian Federal Police Check (number 35). We have put together these instructions to assist you in the process so follow them exactly. **No other police check will be accepted so apply only for the Australian Federal Police check – Number 35 – Overseas Visa - Supply to a Country other than Australia** (note Section 2.3 below). You must start this process immediately once you are accepted to the program, but **not before January 1, 2021**.

Go to: <https://afpnationalpolicechecks.converga.com.au/> review the information, and then check the tickbox.

**Section 1**

- Select what forms of ID you will be using, check the tickbox at the end of the page and then click Next.

**Section 2.1 & 2.2**

- Complete your personal details and email address.

**Section 2.3**

You can see we've highlighted this section because if you get this wrong, you'll have to pay for another check!

- **Purpose Type: 'Commonwealth Employment/purpose'**
- **Purpose of Check: ONLY CHOOSE Police Check Number 35 – Overseas Visa - Supply to a Country other than Australia'**

**Section 3.1**

- Application Consent - you will need to review all of the details and then select the tickbox. Click Next.

**Section 4.1**

- Upload the identification documents you have selected in Section 1.
- Once you upload it tick the box "I have uploaded 100 points of identification documents and have verified that these are the correct documents." Click Next.

**Section 5.1**

- Complete the questions on this page. Click Next.

**Section 6.1**

- Enter in your Residential Address

**Section 6.2**

- Mailing Address of the Certificate – **YOU need to have this sent to your home address**

**Section 6.3**

- This section will only show if you have not lived in your current location for more than 10 years.
- In that case, enter your previous addresses. Click Next

**Section 7.1**

- Confirm your details and tick the checkboxes. Click Next.

**Section 8.1**

- Tick the checkbox. Click Next.

**Payment Section**

- Make payment of AU\$42 on the payment screen using Visa, Mastercard or American Express.

**Finally:** CCUSA need to know that you have applied for this check. After your check has been submitted, you will receive an email from the AFP thanking you for the submission and your payment receipt will be attached. You must forward this email to [Australia@ccusa.com.au](mailto:Australia@ccusa.com.au).

ONCE YOUR POLICE CHECK COMES BACK TO YOU:

Log into your Footprints Application Portal and upload this (if you are having trouble uploading this document email it to [Australia@ccusa.com.au](mailto:Australia@ccusa.com.au)).

You can also view the video instructions we have put together <https://www.facebook.com/ccusa.australia/videos>

If you are experiencing any problems with this application, please contact us for assistance on 02 9262 2802.  
The Team at CCUSA