To whom it may concern,

This letter confirms that the person detailed below has a valid National Criminal Record Check (‘NCRC’) and a valid Working With Children Check (‘WWCC’) for undertaking working in NSW Health facilities.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Check type** | **Check number** | **Date of check** | **Expiry date** |
|  | WWCC clearance |  |  |  |
|  | NCRC |  |  |   |

The letter confirms that the person named above has either:

1. Provided to us a National Police Certificate (NPC) issued to them within the last three years and has signed a declaration regarding any criminal charges or conviction since the date of the NPC, or
2. Been subject to a NCRC obtained as part of the employment /engagement / registration process with [Name of Employer/Agency], and
3. That [Name of Employer/Agency] is satisfied that there is no information on the person’s record (or in any declaration provided by the person) to indicate any risks preventing them from undertaking work in NSW Health facilities.

This letter is also confirmation that the person does / does not have any convictions precluding them from working in facilities that receive aged care funding from the Australian Government in accordance with the requirements of the *Aged Care Act 1997* (Commonwealth).

This letter confirms that the person named above has either:

1. A Working with Children Check clearance obtained from NSW Health (attached) which did / did not include a NCRC or
2. A Working With Children Check clearance issued to them by the Children’s Guardian, which [Name of Employer/Agency] has validated as current with the CCYP.

Any questions regarding this letter should be directed to [Name, Position and Contact Number].

Yours sincerely

Name

**Position, Employer/ Agency**