

## CHECKLIST

1. <b>Application Form</b>	Must be in <b>Form 12</b>	<input type="checkbox"/>
2. <b>Two Recent Character References</b> <i>(to assist in establishing suitability of appointment)</i>	Must be from 2 <b>different referees</b> from 2 different organizations who have known the applicant for at least 12 months and who are either the <b>holders of a responsible position</b> or have <b>some standing in the community</b> .	<input type="checkbox"/>
3. <b>National Police Clearance Certificate</b> <i>(to confirm criminal history and assist establishing suitability of appointment)</i>	Must be <b>original</b> and issued by the <b>National Criminal Records &amp; Intelligence Office</b> of the Royal (PNG) Constabulary Police Headquarters within the last <b>6 months</b>	<input type="checkbox"/>
4. <b>A Recent Letter of Support</b> <i>(to assist in establishing suitability of appointment)</i>	Must be from the applicant's employer if the appointment is required for <b>employment duties/purposes</b> and must <b>outline the reason(s) for requiring the appointment</b> ; or  Must be from the relevant community organisation if the applicant requires the appointment for <b>community involvement</b> purposes	<input type="checkbox"/>
5. <b>Proof of Identification</b> <i>(to confirm true and authentic identity of appointee)</i>	Copy of both sides of Drivers Licence (with signature) or Passport or National Identification Card (NID) or Employment ID.  <b>Non-citizens</b> must provide copy of their valid Work Permit & current Passport Bio Data page in addition to either of the above.  2 recent coloured passport-sized photos (with signatures on the back)	<input type="checkbox"/>
6. <b>Birth Certificate</b> <i>(to confirm date of birth and assist establish age suitability)</i>	Must be from the National Civil Registry Office  Applicant must be mature, i.e., the applicant must be 30 years of age and above.  Birth Certificate requirements is <b>not applicable</b> to non-citizens.	<input type="checkbox"/>
7. <b>Medical Clearance Certificate</b> <i>(to confirm that a person is free of contagious diseases, drug addiction, mental illness, or other health issues)</i>	Must be completed by a medical doctor or recognized health professional and include but not limited to a physical examination, heart health test, vision and hearing test, test of mental health condition and a health history questionnaire.	<input type="checkbox"/>
8. <b>Proof of Application Fee Payment</b> <i>(to assist confirm payment of application fee of K1, 000.00)</i>	<b>Original Receipt</b> for payment of <b>application fee of K1, 000.00</b> into the <b>Consolidated Revenue Fund under Attorney General Revenue Sundry Receipts Vote (125.99)</b> at <b>Finance Department</b> , Vulupindi Haus, or any Treasury Office must be provided  <b>Cash or any personal cheques are NOT acceptable</b>	<input type="checkbox"/>
9. <b>Other particulars</b>	Minister for Justice may prescribe or determine other particulars as and when appropriate	<input type="checkbox"/>