

Instructions for completing the National Police Check Application Form

Section A: select the “National name check”

Section B: complete name, phone contact, date and place of birth

Section C: current and previous five years of residential addresses

Section D: If payment is being made by the parish, the Vicar or authorised representative (e.g. Churchwarden, Youth Minister, Children and Families Minister) should complete and sign Section D. We recommend that the parish pays for all or half the National Police Record check fee for volunteers. Always check the Victoria Police website (www.police.vic.gov.au) for the correct fee. **(As at 1 July 2014 the fee is \$16.40 for volunteers, when processed through the Diocese – see below.)**

Section E: Select “Option 2 – Volunteer/authorised student/Family Day Care resident status” and mark the box, “Contact with children”. DO NOT fill in or sign the “Declaration of volunteer/authorised student/Family Day Care resident status”.

Section F: The applicant must sign this section in the presence of the person certifying the photocopies of the Proof of Identity documents.

Section G: Volunteers must provide certified photocopies of Proof of Identity documents. A current passport together with a driver’s licence (showing current address) is suitable for ID purposes. You must have proof of your full name, date of birth, signature and current address. This information will be covered by your driver’s licence unless you have changed your address and not yet notified VicRoads. The person certifying these documents can be the Vicar, any police person or the local pharmacist.

Mark envelope ‘*Private and Confidential*’ and mail forms, certified copies of Proof of Identity documents and cheques (made payable to “Victoria Police”) to:

The Anglican Centre
Attention: Mrs Karen Billings
209 Flinders Lane
Melbourne VIC 3000

The Diocesan officer will complete Section E “Declaration of volunteer/authorised/student/Family Day Care resident status” and forward the application to the Public Enquiry Service.