



#### **What is a National Police Record Check?**

A Police Check is a background check against a national criminal history database. It is used to determine someone's suitability for a position of trust like a new job, work placement or volunteer position. There is a small fee for "Volunteer for an authorised organisation" applications.

#### **What if I already have a valid National Police Record Check?**

A new National Police Record Check must be obtained for each organisation you Volunteer with.

#### **How do I apply for a National Police Record Check?**

1. You will need:

- Access to internet
- Address of every place you have lived in the last 5 years within Australia
- 100 points of ID

2. Go online to **www.police.vic.gov.au** and on the Home page scroll down and select **REQUEST A POLICE RECORD CHECK** and then follow the prompts.

#### **Section A:**

Type of Check Required:

**NATIONAL NAME CHECK**

#### **Section D: Payment Provider**

Is this certificate being paid for by an employer/organisation or for Victoria Police purposes? **YES**

Name of Employer/organisations representative: **Chris Ralph**

Title of representative (e.g. manager/co- ) : **Manager**

Employer/Organisation: **Hawthorn Catholic Parish**

Street/ Suburb/ State/ Postcode: **345 Burwood Road, Hawthorn, Vic, 3122**

Daytime contact phone number/mobile: **8862 4024**

**This must then be signed by Business Manager or Fr Des Dwyer**

#### **Section E:**

Purpose of Check: **Option 2 - Volunteer**

**Cross the "Adult aged/disabled care" box**

#### **Declaration of volunteer/authorised student/Family Day Care Residents Section**

Name of Organisation: **Hawthorn Catholic Parish**

Name of organisation's representative: **Chris Ralph**

Daytime contact phone number/mobile: **8862 4024**

**Section E must then be signed by Business Manager or Fr Des Dwyer**

CVF number **15/2730**

#### **3. Lodging your application**

Follow the instructions in the online application regarding having your Identity documents certified and your signature witnessed.

Then lodge your application to the Police Enquiry service (see address on the form) with a cheque or money order for the relevant fee enclosed. **Keep the receipt, so that you can be reimbursed by the Parish.**

4. Once you have received your Police Check certificate, send a copy to the Parish Office (in person, by post, or email to [hawthornparishmgr@gmail.com](mailto:hawthornparishmgr@gmail.com) )