



## NATIONAL POLICE CHECK / CRIMCHECK – Clearance for Service

If you are applying for a clearance for service, whether acting as a volunteer or for remuneration, you must obtain a National Police Check using your Parish CrimCheck account.

If you have obtained a National Police Check in the previous 3 years, you do not need to obtain another and should provide details of that Check.

What you will need to do to obtain the Police Check:

### 1. Complete the application Form for the Police Check

- Please contact your Parish CrimCheck Administrator to obtain the link to the online application form on the CrimCheck system.
- Fill out all the details electronically and submit online. If you do not have access to a computer to do this online, you can do it with the assistance of the parish administrator.

### 2. Provide identification

- Once you submit the information, CrimCheck will email you to say they have received your application and ask you to provide 4 items of identification to the Parish CrimCheck Administrator. Passport, driver's licence, Medicare card and credit card are the most commonly used.
- You can provide identification by either emailing a copy of the documents to the administrator or showing them to them in person.
- The Parish CrimCheck Administrator will then lodge your application with CrimCheck.

### 3. Receive your CrimCheck

- CrimCheck will make available your CrimCheck result to both you and your Parish CrimCheck Administrator. The Parish will record the Reference number and date your police check was approved and will advise the Kooyoora Office of Professional Standards of the CrimCheck result. It is recommended that you also keep a copy of the police check for your records.

**You are not required to obtain a renewed National Police Check during the duration of your clearance for service. That clearance will operate at most for 5 years.**

Enquiries:

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