



NATIONAL POLICE CHECK INFORMATION SHEET

Volunteers and paid employees applying for a Clearance for Service (level 2 clearance in OSCA), must obtain a national police check using your parish's CrimCheck account.

If you have obtained a national police check in the previous 5 years, you do not need to obtain another *if you can provide a copy* of the check to Kooyoora.

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

1. Proof of Identity

- a. Before you start your application, scan or take a photo of your identification documents and save them on your computer or phone. You will be required to upload these during the application process.
- b. 4 items of identification are required from three different categories:
 - a. 1 item from the category "Commencement of Identity Documents"
 - b. 1 item from the category Primary use in the community documents"
 - c. 2 items from the category "Secondary use in the community documents"
- c. A list of documents for each category is here www.crimcheck.org.au/identity-requirements.
- d. Passport, Driver's Licence, Medicare Card and Working With Children are most commonly used.

2. Complete the online application form for the Police Check

- a. Contact your Parish CrimCheck Administrator (often the Child Safe Officer or Parish Administrator) to obtain the link to the online application form on the CrimCheck system.
- b. If you cannot access a computer, speak to your Parish CrimCheck Administrator for help.
- c. Fill out your details online and click on the submit button at the bottom of each page.
- d. You will be asked to take a 'selfie' during the application process. This is to ensure the person applying for the police check is the owner of the identification documents uploaded at the next step.
- e. If you have trouble during the application process, contact Crimcheck by clicking on the **CONTACT US** button at the bottom of each page or speak to your Parish CrimCheck Administrator for help.

3. Receive your CrimCheck

CrimCheck will make your CrimCheck result available 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. You should also keep a copy of the police check for your records.

You will be required to renew your police check after 5 years throughout the duration of your Clearance for Service (level 2 clearance in OSCA).

Enquiries:

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