



## VOLUNTEERS

### HOW TO APPLY FOR A NATIONAL POLICE CHECK

The forms can be accessed via the Temple Website or on the SAPOL website:

[www.police.sa.gov.au](http://www.police.sa.gov.au)

- Under the heading “Services and Events”
- Apply for a Police Record check

#### **Step 1: Complete a National Police Check Application form:**

Complete the following details:-

- Applicant Details:
- Purpose of Check: write “School Volunteer”
- Category: Working with Children/Vulnerable Groups
- Check Type: VOAN Volunteer (VC)

#### **Step 2: Check your proof of identity – 100 Point ID:**

Note: when providing proof of identification under multiple names (including married names, change of name) you **MUST** provide proof of name change, otherwise the application cannot be processed. Examples include Marriage Certificate, Change of Name Certificate or Deed Poll.

#### **Step 3: Get your application processed:**

Attend a police station or Justice of the Peace (JP) with your:

- completed application form
- VOAN letter
- 100 points of original identification
- photocopies of 100 points of identification, for certification

Ask a Police Officer or JP to:

- witness your signature on your application form
- certify your 100 points of identification
- complete the authorisation section on your application form
- Do not leave the form at the Police Station.
- The form needs to be returned to the school and we will fill in the VOAN Details

#### **Step 4: Return the form to us in the enclosed self-addressed envelope.**

The school will then: -

- Fill in the VOAN Authority
- Post the form to SA Police

#### **Step 5: Once you receive your National Police Certificate:**

- Please forward a copy to the school for our records.

This certificate can be used for Volunteer purposes for a period of 3 years

#### **MILE END CAMPUS**

2 Henley Beach Road, Mile End, SA, 5031  
Phone: (08) 8405 0900

#### **PARALOWIE CAMPUS**

17 Countess Street, Paralowie, SA, 5108  
Phone: (08) 8256 9600

Email: [admin@tcc.sa.edu.au](mailto:admin@tcc.sa.edu.au)

[www.tcc.sa.edu.au](http://www.tcc.sa.edu.au)

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