



NATIONAL POLICE CHECK APPLICATION

**Government
of South Australia**

Refer to PD267A – National Police Certificate Frequently Asked Questions before completing this form

***Denotes Mandatory Field**

Middle Name(s)

Surname/Family Name

Middle Name(s)

Date of Birth: (DD/MM/YYYY)

PLACE OF BIRTH: Town/City

State

Country

CURRENT RESIDENTIAL ADDRESS:

Suburb/Town

State

Postcode

POSTAL ADDRESS: (If different to your Current Australian Residential Address)

Suburb/Town

State

Postcode

PREVIOUS ADDRESS:

Suburb/Town

State

Postcode

South Australia Police
NATIONAL POLICE CHECK APPLICATION

CONTACT DETAILS*

Home Telephone

Work Telephone

Mobile Telephone

Email Address

DRIVERS LICENCE/PROOF OF AGE CARD

Drivers Licence/Proof of Age Card No.

State or Country

NATIONAL POLICE CHECK DETAILS***Are you working or volunteering with children?**

- ☐ Yes, but my employer requires a National Police Check (NPC) in conjunction to my Working With Children Check issued by Department of Human Services (DHS).
- ☐ No.

Under law, you must apply through [Department of Human Services](#) for a Working With Children Check (WWCC) if you are working or volunteering with children. An NPC is strictly supplementary.

Will you have contact with Vulnerable Groups?

Please only select one box.

If you will have both unsupervised and supervised contact with vulnerable groups, please select 'unsupervised' contact only.

- ☐ Yes. I will have **unsupervised** contact with vulnerable groups.
- ☐ Yes. I will have **supervised** contact with vulnerable groups.
- ☐ No. I will **not have any contact** with vulnerable groups.

Vulnerable groups are defined as: a) an adult who is:

- (i) Disadvantaged or in need of special care, support, or protection because of age, disability, or risk of abuse or neglect, or
- (ii) Accessing a service provided to disadvantaged people

b) a child aged under 18 years.

Are you applying for a visa?

- ☐ Yes, to work/travel outside of Australia. Refer Question 4 & 5 on PD267A – *National Police Certificate Frequently Asked Questions*. If for a visa issued by the Australian Government, or for Residency and Citizenship you MUST apply through Australian Federal Police.
- Note:** For any other visa contact [Australian Federal Police](#) for a National Federal Police Check. South Australia Police cannot process these requests.
- ☐ No.

CHECK TYPE

- ☐ Individual (I) ☐ Individual Concession (IC) ☐ VOAN Volunteer (VC) (No Fee) ☐ Volunteer (VP)

REASON FOR CHECK (this will be printed on your certificate) Maximum length 65 characters

Examples: Health/Aged Care Uni Placement or Driver Accreditation/Licensing or Shop Assistant or Administration Assistant

Proposed Place of Work (Name of Organisation or Type or Workplace)**Location of Employment (Town and State/Territory, or Country if Not Australia)****FINGERPRINTS**

- ☐ **Livescan Fingerprints** required (additional fee) **Livescan Reference No.:**
- ☐ **Wet/Ink Fingerprints** required (additional fee)

- Note:**
- NPC and Fingerprints must be paid for together.
 - Livescan Reference Number must be recorded above.
 - Refer PD267A – *National Police Certificate Frequently Asked Questions*, for Livescan locations.

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CONSENT*

- I certify that the applicant details I have provided on this form are true and correct. I hereby consent to the release of full details of any person history and any other relevant information including pending charges or outstanding warrants that any Australian State / Federal / Territory Police or Law Enforcement Agency may have in its possession with reference to me. I understand this may include any spent convictions if there is an applicable exclusion under Schedule 1 of the Spent Convictions Act 2009 or any interstate or federal spent or rehabilitated convictions (however described) under legislation of that State / Territory / Federal jurisdiction.
- I discharge and agree to indemnify and hold harmless the State of South Australia, each of the Australian States / Federal / Territory Police or Law Enforcement Agencies and their employees, servants and agents from and against all claims, demands, actions, law suits, proceedings, costs and damages whatsoever arising out of, or in any way connected with, the release or use of the information.

Applicant Signature: _____ **Date:** ____ / ____ / ____

Guardian Signature: _____ **Date:** ____ / ____ / ____
(if applicant is under 16 years of age)

VOLUNTEER AUTHORITY – Appropriate Section Must Be Completed By Organisation☐ **VOAN (Volunteer Organisation Authorisation Number)**

I declare the applicant named on this form is an unpaid VOAN volunteer and the fee is to be paid by the South Australian Government:

VOAN: _____ **Organisation:** _____ **Date:** ____ / ____ / ____

Authorised Officer's Name: _____ **Position:** _____

Authorised Officer's Signature: _____ **Phone No.:** _____

- - - OR - - -

☐ **VOLUNTEER (Reduced Fee)**

(For unpaid work for an organisation without a Volunteer Organisation Authorisation Number - VOAN)

I declare the applicant named on this form is an unpaid volunteer and the fee is eligible to pay the reduced fee:

Volunteer Organisation: _____ **Date:** ____ / ____ / ____

Authorised Officer's Name: _____ **Position:** _____

Authorised Officer's Signature: _____ **Phone No.:** _____

PROOF OF IDENTITY (100 Point ID – at least one form of ID from Category A required)

The applicant is required to present **original ID documents** for certification. A photocopy of the documents **must be cited and stapled to this application form.**

CATEGORY A	POINT VALUE	CATEGORY B		POINT VALUE
<input type="checkbox"/> Passport (current or expired within 2 years but not cancelled) <input type="checkbox"/> Birth Certificate (not Extract) <input type="checkbox"/> Citizenship Certificate	70	<input type="checkbox"/> Public Service Employee ID Card <input type="checkbox"/> Tertiary Education ID Card <input type="checkbox"/> Firearms Licence <input type="checkbox"/> Mortgage Documents	<input type="checkbox"/> Centrelink Card <input type="checkbox"/> Veteran Affairs Gold Card <input type="checkbox"/> Security Licence (CBS) <input type="checkbox"/> Land Title Records	40 35
<input type="checkbox"/> Drivers Licence (including foreign licence) (current or expired within 2 years) <input type="checkbox"/> Proof of Age Card	40	<input type="checkbox"/> Medicare Card <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Insurance Renewal (not Health Insurance) <input type="checkbox"/> Bank Statements (cannot be used if Credit/Bank/Debit card is from same account) <input type="checkbox"/> Bank/Credit/Debit Cards (maximum <u>two</u> cards from different institutions)	<input type="checkbox"/> Motor Vehicle Registration <input type="checkbox"/> Seniors Card (not a concession card) <input type="checkbox"/> Electoral Enrolment Card <input type="checkbox"/> Rent Records (< 6 months old) <input type="checkbox"/> Proof of name Change (e.g. Deed Poll, Marriage Certificate) <input type="checkbox"/> Utility account (only one < 6 months old)	25
Value of Points = _____				

AUTHORISATION ☐ **SAPOL Employee** ☐ **Justice of the Peace** ☐ **Commissioner For Taking Affidavits (please tick)**

I have witnessed the applicant's signature and am satisfied as to the correctness of the applicant's identity as per the attached certified identification documentation.

Name: _____	ID No.: _____	Signature: _____
Date: ____ / ____ / ____	Fee Paid: (if applicable) \$ _____	Receipt No.: _____
Please return authorised PD267 form to VOAN applicants for endorsement by VOAN organisation.		

SAPOL
or JP
STAMP
HERE