

GUIDELINES FOR POLICE RECORDS CHECKS

Corpus Christi Parish Volunteers ONLY

Go to www.police.vic.gov.au/policecheck

Download file: “**Application for National Police Check**”

or “**Alternate Application for National Police Check**”

To enter your information, please use **BLACK INK** and print within the boxes in **BLOCK LETTERS**. Place a cross within the appropriate box when selecting an option [X]

Section A:

Choose **National Name Check**

Section B:

Details of Applicant (fill in your personal details)

Section C:

Enter your residential and postal addresses

Section D:

“Is this certificate being paid for by an organisation,” please place “X” in the “Yes” box. In the following boxes please type in:

Name of representative: **Fr Giang Tran**

Title: **Parish Priest**

Organisation: **Corpus Christi Church**

Address: **132 Melbourne Ave, Glenroy Vic. 3046**

Tel: **03 9323 5671**

Section E:

Option 2, tick others: **Parish Volunteer**

Name of organisation: **Corpus Christi Church**

Name of representative: **Fr Giang Tran**

Tel: **03 9323 5671**

CVF number: **19/3314**

(Fr Giang Tran must sign sections D & E)

Section F:

Sign in the presence of the certifier with **Black Ink**

When you are ready please print and bring it to the parish office together with 100 points of identification (**in section G**). They can be photocopied and certified by Priest. The parish will pay for the police check.

PROOF OF IDENTITY DOCUMENTS

Applicants must supply a minimum of two (2) types of identification from the list below with a minimum total of 100 points. **Identification must include at least one type of photo ID (Category A) plus identification that contains the applicant's current residential address, signature and date of birth.**

Category A – You must have at least ONE Category A document

- Current Passport (Australian/Foreign) 70 points
- Driver licence / Learner's permit / Boat licence 40 points
- Firearms / Private security licence 40 points
- Current tertiary student identification card 40 points
- WWC Check card / Key Pass / Proof of age Care 40 points

Category B

- Australian citizenship certificate 70 points
- Birth certificate (not extract) 70 points
- Birth card 70 points
- Australian travel documents or current Australian Visa 70 points
- Department of Veterans' Affairs (DVA) card 40 points
- Centrelink card (with reference number) 40 points
- Government employee ID 40 points

Category C

- Medicare card 25 points
- Credit card or account card: 25 points
- Marriage certificate (registry issue only): 25 points
- Change of name certificate (registry issue only) 25 points
- Bank statement (with residential address): 25 points
- Motor vehicle registration or insurance papers 25 points
- Property rates notice/utilities notice 25 points
- Property lease agreement 25 points
- Home insurance papers 25 points
- Taxation assessment notice 25 points
- Records of primary, secondary or tertiary education 25 points
- Records from a current or previous employer 25 points
- Records of a professional or trade association 25 points