

Guide to filling out the 'National Police Certificate Application Form' Scripture Union SA 2009

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FORM SECTION	WHAT TO DO
PERSONAL INFORMATION	Complete with your personal details
CONSENT	Record your FULL NAME at the top. At the bottom sign and date at 'APPLICANT SIGNATURE'.
PURPOSE OF REQUEST	Specify, eg Team leader at School, Youth camp leader
TYPE OF REQUEST	Leave blank - pre-completed

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FORM SECTION	WHAT TO DO
VOLUNTEER AUTHORITY	Leave Blank. To be completed by an authorised SU staff member when returned to the SU office.
PROOF OF IDENTITY	Tick which 2 original documents you have presented to the police as proof of identity, and submit the stamped & witnessed photocopies with the form.
PAYMENT - SAPOL USE ONLY	Leave blank.

The Police Check Form Process

In line with SAPOL Policies and Procedures, the following process needs to be followed:

1. Fill out the form referring to the guide above.
2. Submit the form and your original identification documents to your local police station.
3. Once the form & ID are been stamped by your local police station, please return to SU.
4. An authorised SU person will sign the form and add the VOAN details.
5. SU will post your form to SAPOL to be processed. Certificates will be returned to SU usually within 2 - 3 weeks.
6. We will take a copy for our records, and post the original Police Certificate to you.

Other information:

- Police Certificates need to be done every 2 years.
- As a volunteer for SU, there is no cost to you.
- The form is a national form.
- If you already have a police certificate which is less than 3 months old it is valid for SU ministry provided we sight the original Police Certificate.

If you, or an officer at the station, have any problems completing this form, please don't hesitate to talk your Team Leader or an SU Staffworker on (08) 8371 0811.