

# Guide to filling out the ‘Application for National Police Certificate’ Form. Scripture Union SA 2007

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PERSONAL INFORMATION	You complete
PROOF OF IDENTITY	You complete PLEASE PROVIDE 2 ORIGINAL DOCUMENTS AS REQUIRED FOR PROOF OF IDENTITY, PLUS PHOTOCOPIES TO SUBMIT WITH THE FORM.
REQUEST	Already Completed by SU
PAYMENT	Leave Blank
CHECK RESULTS	Leave Blank

## PAGE 2

CONSENT	You complete
DESPATCH OPTIONS - Section 1	Leave Blank
DESPATCH OPTIONS - Section 2	Add your name, signature and the date
DESPATCH OPTIONS - Section 3	Leave Blank
DESPATCH OPTIONS - Section 4	Leave Blank
VOLUNTEER AUTHORITY - Section 1	Leave Blank
VOLUNTEER AUTHORITY - Section 2	Leave Blank. To be completed by an authorised SU person after you have returned the form to SU.

## 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 identification documents to your local police station.
3. Once it is stamped by your local police station, please return the forms to SU.
4. An authorised SU person will sign the form on behalf of SU and add the VOAN number.
5. SU will post your form to SAPOL to be processed and forms will be returned to SU usually within 2 - 3 weeks.
6. We will take a copy for our records, and post the original Police Check to you.

### **Other information:**

- Police Checks 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 current police check which is less than 3 months old it is valid for SU ministry provided we sight your original Police Check Notice.

If you have any problems with filling this form out, please don't hesitate to talk your Team Leader or an SU Staffworker on (08) 8371 0811.