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
- 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