##

## **National Police Check Procedure**

**Volunteer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **COMPLETED BY** | **SIGNATURE** |
| Ensure personal details are complete and accurate on the National Police Check form |  |  |  |
| Ensure all identification documents are collected, re points  |  |  |  |
| Send National Police Check application to appropriate body e.g. Vic Police, Crim Check |  |  |  |
| Date when National Police Check application sent |  |  |  |
| Record Police Check number when returned |  |  |  |
| Destroy National Police Check application |  |  |  |
| Notification to organisation/individual |  |  |  |
| Record National Police Check file number |  |  |  |