

# APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

## **Part A: Personal Details (To be completed by volunteer)** **(See page 2 for instructions for completing this form and further information)**

SURNAME: \_\_\_\_\_

GIVEN NAMES: \_\_\_\_\_

PREVIOUS, MAIDEN OR ALTERNATIVE NAMES: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

MOTOR DRIVERS LICENCE NUMBER: \_\_\_\_\_ STATE OF ISSUE: \_\_\_\_\_  
(If applicable)

HAS A WORKING WITH CHILDREN CARD APPLICATION BEEN SUBMITTED? YES/NO

Working with Children Application Number	
--	--

## **Part B: Statement of Consent and Indemnity (To be signed by volunteer)**

I consent to a check of the records of all Australian Police jurisdictions and to the acknowledgement of the existence of any court outcomes and/or pending charges being provided to an approved volunteer group.

In consideration of WA Police releasing an acknowledgment of any court outcomes or pending charges, under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, costs, claims and demands whatsoever which may be brought or made against it or them by any body or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

**VOLUNTEER'S SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **Part C Checklist (To be completed by representative of volunteer group)**

<b>Volunteer's personal identification checked</b>	<b>YES</b>
--	------------

<b>Working with Children Application Sighted if applicable</b>	<b>YES</b>
--	------------

I, being a representative of the following volunteer group, request a Volunteer Police Check and confirmation as to whether the above named volunteer has any court outcomes and/or pending charges.

The individual's proof of identity has been checked and I confirm that the individual volunteer is in fact the person named in this form.

Any information received will be treated confidentially and used for the sole purpose of screening volunteers. This information will not be released to any third party.

I confirm that the above named will be conducting volunteer work within the set criteria for this scheme.

**NAME OF VOLUNTEER GROUP** \_\_\_\_\_

**REPRESENTATIVE'S NAME AND SIGNATURE** \_\_\_\_\_

# APPLICATION FOR VOLUNTEER NATIONAL POLICE CHECK

This is not an application for a National Police Certificate

## Instructions for completing page 1 of this form

Volunteers - please ensure that you:

- Write in ink, use BLOCK LETTERS and complete all sections of Part A (Personal Details).
- Sign and date Part B (Consent and Indemnity) on page 1 of this form
- Do not alter or delete the wording on the form in any way

Representative of Volunteer Group - please ensure that you:

- Complete Part C (checklist and certificate)
- Ensure suitable Proof of Identity is produced and the details on Part A (Personal Details) are completed correctly
- Retain this completed form in a secure place for a period of 2 years, as WA Police may audit any volunteers checks conducted.

## Proof of Identity

Primary Identification, includes

- One or more of the following documents must be produced as proof of identity by the applicant:
- Previous or current Australian driver's licence with a photograph
- Australian Passport (not expired by more than 2 years)
- Current overseas Passport
- Birth Certificate or Extract of Birth (support document must also be produced if birth name has changed by marriage or deed poll)
- Visa or Immigration document
- Australian Document of Identity
- Australian Citizenship Papers

Secondary Identification

Where only one type of Primary Identification is produced, a second form of identification must also be produced, which may include:

- ATM access card issued by a financial institution
- Credit card (i.e. Visa, American Express, Diners, Bankcard etc.)
- Pension card issued by Veteran Affairs or Centre Link

## What Is A Volunteer National Police Check

Western Australia

The criminal records database used by WA Police contains court outcome and charge information resulting from investigations initiated by police. Many offences are investigated and prosecuted by non-police agencies. The details of court outcomes and pending charges resulting from these investigations may not be included in the screening process. The release of certain court outcomes (eg. spent convictions) and pending charge information is restricted by legislation. Such information will not be acknowledged in the reply to the volunteer group.

Other Australian Police Jurisdictions

Where a police record with another Australian police jurisdiction has been identified, any relevant legislation and release policy governing that police jurisdiction will be applied before it is acknowledged. Under various sections of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular reason, to not disclose certain court outcomes and pending charges. Such court outcomes and pending charges will not be acknowledged, providing this is in accordance with relevant legislation or release policy. If further information is required in relation to the legislation and release policies of any police jurisdiction, please contact that individual police jurisdiction directly.

The CrimTrac Agency

WA Police will utilise the services provided by the Commonwealth CrimTrac Agency to search and collate records held by other Australian police jurisdictions.