# CrimCheck instructions – Ardoch Volunteers

Thank you for becoming a volunteer. We know that children thrive with the support of people like you. Because Ardoch is committed to protecting children's rights, safety and wellbeing and has a zero-tolerance approach to all forms of child abuse, we need all volunteers who participate on more than three occasions to complete a Police check (and all volunteers need a working with children check).

Note: CrimCheck applications may take up to 2 weeks to be processed. Apply as soon as possible

The Basics

- Submit a quick online police check at www.crimcheck.org.au/check/ayf
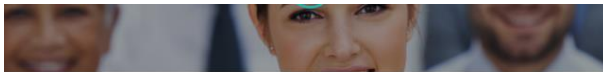
   Self Service Police Checks For **Ardoch**

   Ardoch covers the cost – if you are asked to pay, you are at the wrong link!

- Email compliance@ardoch.org.au with any issues

Common Identity Documents

- Be ready to **upload 4 Identity Documents** from the **3 categories** *(see table below)*
- You have *30 minutes* to submit your application to CrimCheck
- If you submit without uploading all documents, you will receive a link to upload your documents at another time – **do not make another submission**

Table of Commonly Used Identity Documents – *for further options, see pages 4-5 for full list*

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'Commencement' evidence Submit ONE document from this list:	'Primary' evidence Submit ONE document from this list:	'Secondary' evidence Submit TWO documents from this list:
Australian birth certificate	Australian drivers' licence	Medicare card
Australian passport (not expired)	Australian marriage certificate	Healthcare / Seniors card
Australian Visa	Passport issued by another country with a valid visa	Enrolment with Australian Electoral Commission
	Australian passport (not expired)	Australian tertiary student photo
		Photo identity card (e.g., VIC/WA Working with Children Checks)
		Bank/Credit/Debit card

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Step-by-step Instructions

Self Service Police Checks For Ardoch

This service enables you to lodge a request for a Police Check to satisfy requirements relating to activities to be carried out with Ardoch.

PLEASE NOTE: the self-service portal has a 30 minute time limit applied, please ensure that you have your personal details such as previous address and licence number ready before proceeding, you will be sent an email confirming your submission at the end of the process, if you do not receive an email we suggest checking your junk email box before enquiring.

By continuing with the process you acknowledge that CrimCheck Ltd (accredited user of the Federal Government's National Police Checking Service) will forward a copy of your police check (Nationally Coordinated Police History Check) to Ardoch.

You also acknowledge that whilst CrimCheck Ltd take all reasonably practicable steps to protect your information once we receive it, that any information sent electronically, including any identity documents, is sent at your own risk and is dependent upon the security of your personal electronic device and you are aware of the potential consequences of this method of lodgement.

By clicking yes below you give your consent for personal information about you to be obtained and acknowledge that the provision of false or misleading information is a serious offence. You also acknowledge that you have read and accept the Terms and Conditions.

Do you, or as a parent/legal guardian on behalf of an underage individual, wish to lodge a criminal history check with the results to be forwarded to Ardoch?

Yes   No

- Double check you are at the self-service portal for Ardoch and click **"Yes"**
- Fill in type of check details as follows
- Type: select **Volunteer**
- Check Purpose: **Volunteering with school age children**
- Requesting Organisation: **Ardoch**
- Location: **Add your city, and select relevant State**

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You must nominate the type of check that you are applying for:

Type *	Volunteer/Student

Reason for conducting the check *   **Reason for conducting check***

⦿ Probity Checking

Provide details of the position you are applying for. How much contact you will have with vulnerable people, your Job Title and the job location, e.g. No contact with vulnerable people, cleaner, public school.

Check Purpose*

Presenting education pro

Alphabetic and number characters only

Requesting Organisation/Relevant Entity*

Ardoch

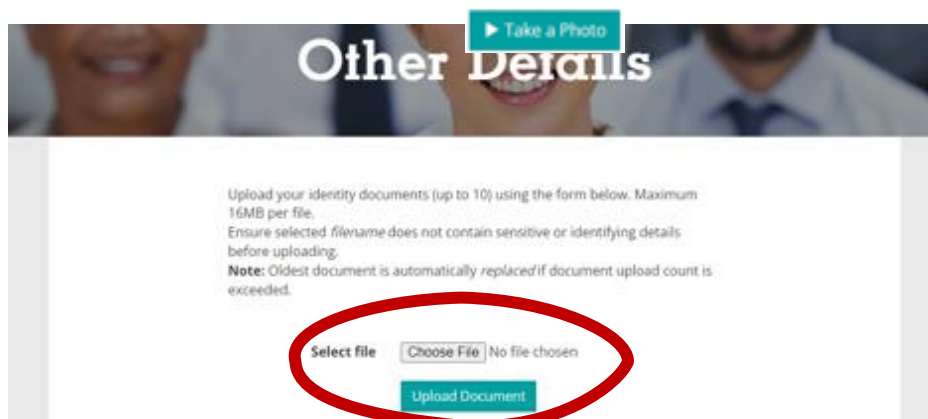Alphabetic, number, dash and single quote characters only

Location*

Alphabetic, number, dash and single quote characters only

State*

Please select...

- Enter your personal information
  - *Note:* Add any previous names
  - *Note*: Add addresses over the last 5 years

  [Add additional name]

  [Add additional previous address]

- Submit and upload your **four** ID documents (Requirements pg. 4)

- Click "Take a Photo" to take a biometric photo with your webcam for identity verification
- Click 'submit.' You will get an email confirming your submission.

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All Identity Documents

Commencement of identity documents – You must supply **one** document from this category:

(a) Australian birth certificate or authorised record of birth (not an extract or birth card)

(b) Australian citizenship certificate

(c) Australian visa current at time of entry to Australia as a resident or tourist, supported by

a foreign passport, which is needed for verification

(d) ImmiCard issued by Department of Home Affairs that enables the cardholder to prove

their visa and/or migration status and enrol in services

(e) current Australian passport not expired

Primary use in the community documents – You must supply **one** document from this category:

(a) current Australian passport, not expired

(b) current Australian drivers' licence, learner permit or provisional licence issued by a state

or territory, showing a signature and/or photo and the same name as claimed

(c) ImmiCard issued by Department of Home Affairs that enables the cardholder to prove

their visa and/or migration status and enrol in services

(d) Australian marriage certificate issued by a state or territory (church or celebrant-issued

certificates are not accepted)

(e) current passport issued by a country other than Australia with a valid entry stamp or visa

(f) current proof of age or photo identity card issued by an Australian Government agency

in the name of the individual, with a photo

(g) current shooter or firearms licence showing a signature and photo (not minor or junior

permit or licence)

(h) for persons under 18 years of age with no other Primary Use in Community Documents,

a current student identification card with a signature or photo.

Secondary use in the community documents – You must supply **two** documents from this category:

(a) certificate of identity issued by DFAT to refugees and non-Australian citizens for entry

to Australia

(b) document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes

(c) convention travel document secondary (United Nations) issued by DFAT

(d) foreign government issued documents (for example, drivers' licence)

(e) Medicare card

(f) enrolment with the Australian Electoral Commission

(g) security guard or crowd control photo licence

(h) evidence of right to an Australian Government benefit (Centrelink or Veterans' Affairs)

(i) consular photo identity card issued by DFAT

(j) photo identity card issued to an officer by a police force

(k) photo identity card issued by the Australian Defence Force

(l) photo identity card issued by the Australian Government or a state or territory government (this may take the form of a Working

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with Children/Vulnerable People Card or a government occupational licence)

(m) Aviation Security Identification Card (ASIC)

(n) Maritime Security Identification Card (MSIC)

(o) Firearms licence

(p) credit reference check

(q) Australian secondary or tertiary student photo identity document

(r) Certified academic transcript from an Australian university or a registered higher education

provider

(s) trusted referees report

(t) bank card, credit card or bank statement (without recording the payment/card number/s)

(u) Confirmation of Australian tax file number

(v) State/territory government rates assessment notice or Australian Taxation

Office assessment notice; Must not be issued more than 12 Months prior to use.

(w) Australian utility bill showing name and address

(x) Australian private health insurance card

(y) Australian trade association card