

# Police Check Process - Anglican Diocese of Gippsland

## Who needs a Police Check?

A Police Check is not required by all members of the Ministry team within parishes/Diocesan Organisations. A Police Check however is required by the following people

### Parish

- Parish Council Members
- Lay Readers
- Pastoral Assistants
- Any individual involved in youth/children's ministry i.e. Sunday School, mainly music, youth group etc
- Any salaried Lay Administrative Staff or Youth Workers

### Diocesan

- All incumbents/associates and PTO clergy
- Bishop in Council Members

## The Process – Using Crimcheck

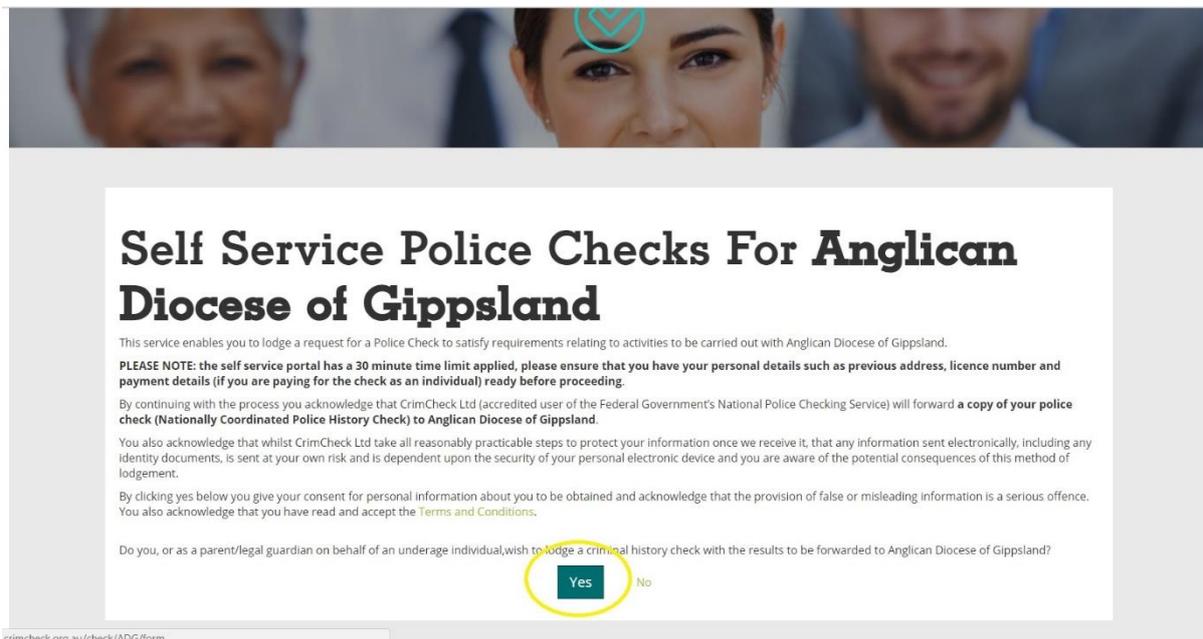
### Step One:

Access the Crimcheck Application on the Diocesan Website via this link:

<https://www.crimcheck.org.au/check/ADG>

Or follow the links through the website: Anglican Diocese of Gippsland / Resources / Safe Ministry / Crimcheck Online Application

Go to <https://www.crimcheck.org.au/check/ADG> and select the option 'Yes'



**Self Service Police Checks For Anglican Diocese of Gippsland**

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

**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, licence number and payment details (if you are paying for the check as an individual) ready before proceeding.**

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 Anglican Diocese of Gippsland.**

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 Anglican Diocese of Gippsland?

Yes  No

crimcheck.org.au/check/ADG/form

### Step Two:

Select 'Paid' or volunteer as appropriate. Next enter the reason for completing the check i.e. Lay Reader, Youth Ministry, PTO etc.

When these have been entered select 'Submit.'

**Enter your details**

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

**Type \*** (Please select a check type) ▼

**Reason for conducting the check \*** (Please select a check type)

**Volunteer/Student** you are applying for. What is the role and will you have contact with vulnerable groups? (eg Voluntary driver with access to elderly people' homes; Janitor at a school; Nurse in aged care facility with direct care of aged or disabled persons; Flight Attendant with direct care of children; Clinical placement - tertiary student).

You have 30 minutes to complete the request for check process.  
If you are unable to complete details in this time, your application will lapse.

**Submit** Cancel

**Step Three:**

Proceed to fill in your all personal information as indicated on the page and select "Submit" when finished.

**Section 1 - Personal Information**

Names by which I am, or ever have been, known including Alias (A), name change by Marriage (M) or previous name change by Deed Poll (P)

Current Name (the name by which you are currently known)\*

**Surname \***

**Given Name \***

**Middle Name(s)**

Other / previous name

**Name Type \*** ▼

**Surname \***

**Given Name \***

**Middle Name(s)**

[Add additional name...](#)

Birth Details

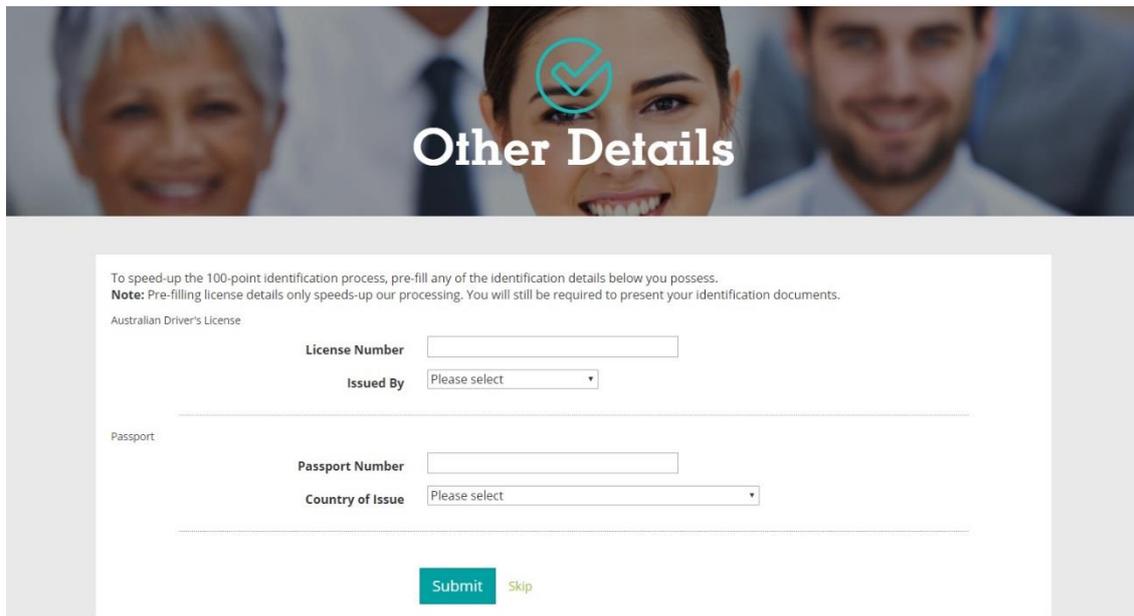
**Sex \*** ▼

**Date of Birth \*** dd/mm/yyyy

**City/Town of Birth \***

**Step Four:**

Enter in your details if you have a Drivers License and/or Passport (more ID options will be explained in Step Five) and select “Submit”



To speed-up the 100-point identification process, pre-fill any of the identification details below you possess.  
**Note:** Pre-filling license details only speeds-up our processing. You will still be required to present your identification documents.

Australian Driver's License

License Number

Issued By

Passport

Passport Number

Country of Issue

### Step Five:

Your Police Check application has now been entered into the system. However, before it can be sent off, we need copies of your ID to be sent off with it. Overall, we require four forms of ID, they are however, split into different categories:

(Please note with all of these documents, we only require a legible copy, it is no longer necessary for these to be certified)

- One “commencement of identity” document as listed below:

#### Commencement of identity documents (at least ONE required from this section)

- Full Australian Birth Certificate (not an extract or birth card)
- Current Australian Passport (not expired)
- Australian visa current at time of entry to Australia as a resident or tourist
- ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
- Certificate of Identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- Document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- Certificate of evidence of resident status

- One “primary use in the community” document as listed below:

Primary use in the community documents (at least ONE required from this section)	
<input type="checkbox"/>	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
<input type="checkbox"/>	Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
<input type="checkbox"/>	Current passport issued by a country other than Australia with a valid entry stamp or visa
<input type="checkbox"/>	Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
<input type="checkbox"/>	Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
<input type="checkbox"/>	Current student identification card with a signature or photo (for persons under 18 years of age with no other Primary Use in Community Documents)

- Two “secondary use in the community” documents as listed below:

Secondary use in the community documents (at least TWO required from this section)	
<input type="checkbox"/>	Certificate of identity issued by DFAT
<input type="checkbox"/>	Document of identity issued by DFAT
<input type="checkbox"/>	Convention travel document secondary (United Nations) issued by DFAT
<input type="checkbox"/>	Foreign government issued documents (for example, drivers licence)
<input type="checkbox"/>	Medicare Card
<input type="checkbox"/>	Enrolment with the Australian Electoral Commission
<input type="checkbox"/>	Security guard or crowd control photo licence
<input type="checkbox"/>	Department of Veterans' Affairs Card
<input type="checkbox"/>	Centrelink Pensioner Concession Card or Health Care Card
<input type="checkbox"/>	Consular photo identity card issued by DFAT
<input type="checkbox"/>	Photo identity card issued to an officer by a police force
<input type="checkbox"/>	Photo identity card issued by the Australian Defence Force
<input type="checkbox"/>	Photo identity card issued by the Australian Government or a state or territory government
<input type="checkbox"/>	Aviation Security Identification Card / Maritime Security Identification Card
<input type="checkbox"/>	Credit reference check
<input type="checkbox"/>	Australian tertiary student photo identity document
<input type="checkbox"/>	Australian secondary student photo identity document
<input type="checkbox"/>	Certified academic transcript from an Australian university
<input type="checkbox"/>	Trusted referees report
<input type="checkbox"/>	Credit / Debit Card

Once you have copies of these, send them to Jill Wood at [clearances@gippsanglican.org.au](mailto:clearances@gippsanglican.org.au)  
They **MUST** be sighted and your identity documents verified before the Crim check will be processed.

If you have difficulties with the website application, please provide hard copies to the Diocesan Registry

After these have been sent, your Police Check will be processed. If you should have any queries regarding the process or what is required, you can contact Jill at [clearances@gippsanglican.org.au](mailto:clearances@gippsanglican.org.au)