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

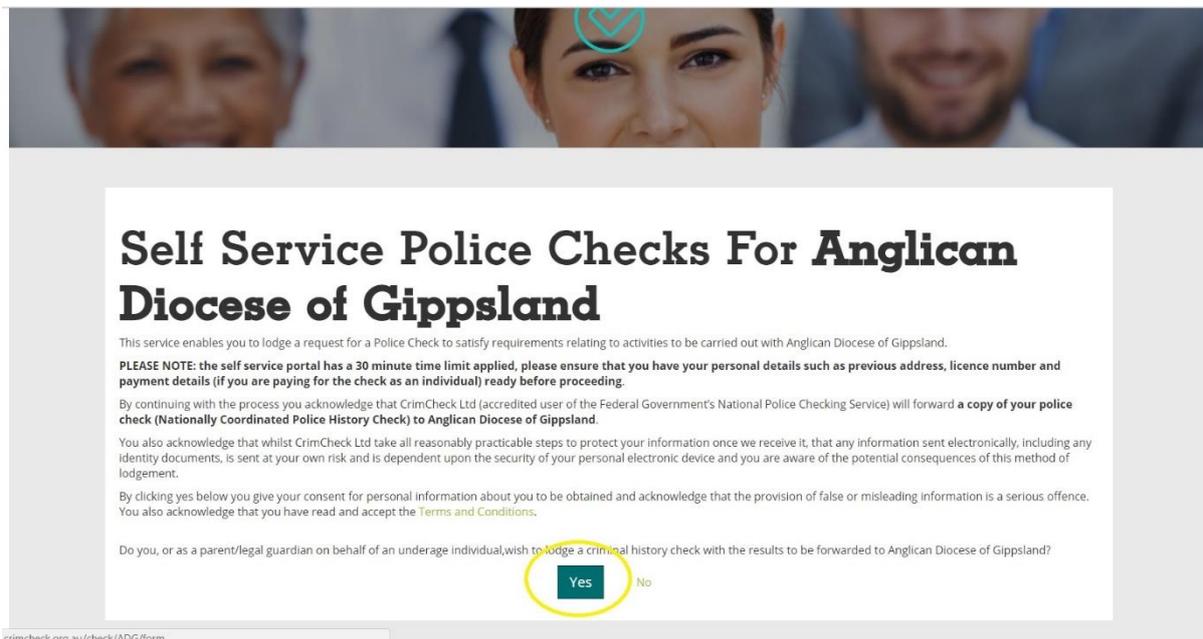- Bishop in Council Members

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'

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.'

Step Three:

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

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"
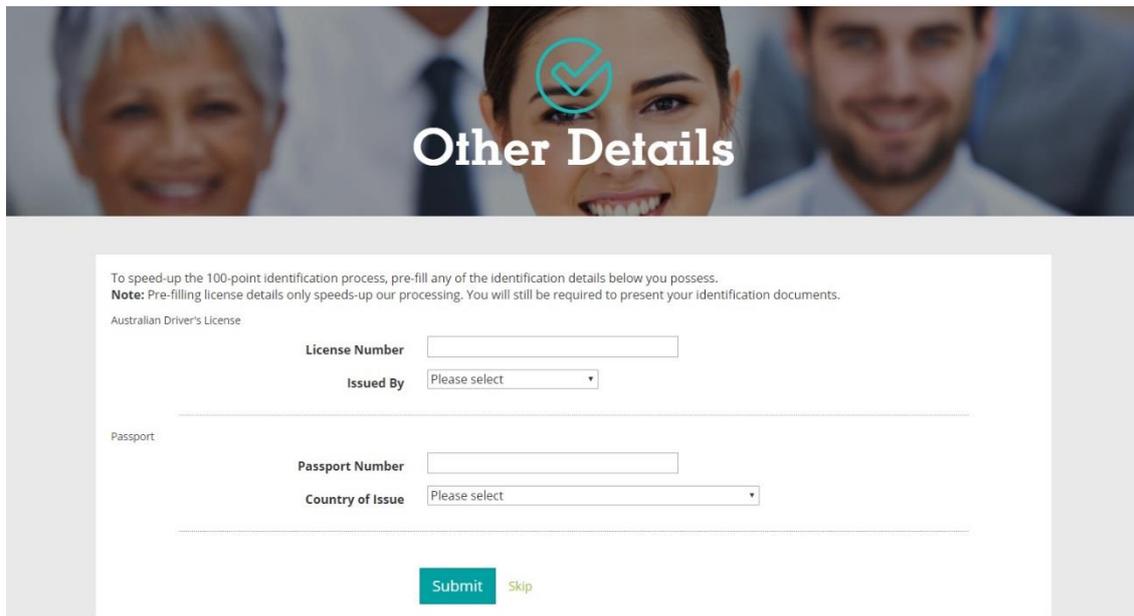
Step Five:

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 <u>no longer</u> necessary for these to be certified)

- <u>One</u> "commencement of identity" document as listed below:

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

Primary use in the community documents (at least ONE required from this section)

- [ ] 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
- [ ] Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
- [ ] Current passport issued by a country other than Australia with a valid entry stamp or visa
- [ ] 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
- [ ] Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- [ ] 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)

- [ ] Certificate of identity issued by DFAT
- [ ] Document of identity issued by DFAT
- [ ] Convention travel document secondary (United Nations) issued by DFAT
- [ ] Foreign government issued documents (for example, drivers licence)
- [ ] Medicare Card
- [ ] Enrolment with the Australian Electoral Commission
- [ ] Security guard or crowd control photo licence
- [ ] Department of Veterans' Affairs Card
- [ ] Centrelink Pensioner Concession Card or Health Care Card
- [ ] Consular photo identity card issued by DFAT
- [ ] Photo identity card issued to an officer by a police force
- [ ] Photo identity card issued by the Australian Defence Force
- [ ] Photo identity card issued by the Australian Government or a state or territory government
- [ ] Aviation Security Identification Card / Maritime Security Identification Card
- [ ] Credit reference check
- [ ] Australian tertiary student photo identity document
- [ ] Australian secondary student photo identity document
- [ ] Certified academic transcript from an Australian university
- [ ] Trusted referees report
- [ ] Credit / Debit Card

Once you have copies of these, send them to Jill Wood at 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