

INSTRUCTIONS FOR COMPLETING POLICE CHECK APPLICATION FORM

Application Form on following page

TUTOR - please ensure that you:

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

COORDINATOR - please ensure that you:

- Complete Part C of the form
- Ensure suitable Proof of Identity is produced. Originals to be sighted and photocopied (if tutor brings in a photocopy, originals must also be sighted.)
- **Send completed Police Check Application Form and photocopied ID to Central Office.**

PROOF OF IDENTITY - 100 POINTS NEEDED

Primary Identification documents, each worth **70 points**

● Full Australian Birth Certificate	● Australian Citizenship Certificate
● Australian Passport (current or expired within the last 2 years)	● Current International Passport

Secondary Identification documents

Only one secondary ID document will attract 40 points, subsequent secondary ID will attract 25 points per item. Secondary ID with a photo will be accepted as primary ID but only attract the points listed in this table.

Please note: A Working with Children Check card does not have any points value.

Document	Points	Document	Points
Australian Photo Drivers Licence	40 or 25	Government Employee Photo ID	40 or 25
Centrelink or Social Security Card	40 or 25	Dept Veteran's Affairs Card	40 or 25
Tertiary Education Institution photo ID	40 or 25	Medicare Card	25
Property Lease or Rental Agreement	25	Council or Shire Rates notice	25
Utilities bill (power/phone/water/gas	25	Car registration or insurance papers	25
Professional or Trade Association card	25	Financial institution card/statement	25
Working with Children Check	zero points		

A change of name document, such as Marriage Certificate, Divorce Papers, Change of Name Certificate, is required if the ID is in multiple names. For example, a Birth Certificate and driver's licence would, more than likely, be different and a change of name document would be required. Please note, the change of name document does not contribute to the points score.