

VICTORIAN POLICE CHECK APPLICATION PROCEDURES

EFFECTIVE AS OF 1ST JULY 2019

All students within the College of Science, Health and Engineering, undertaking professional placements, are required to apply for an annual Victorian Police Record Check or Fit2Work Police Check as well as a Working with Children Check. The Police check must be dated in the same year as the placement being undertaken. **If your Police Check is returned with a 'disclosable outcome' you must present this to the Coordinator Placement Operations in the College of Science, Health and Engineering as soon as possible at J.Apeltauer@latrobe.edu.au.**

Step 1

Download the **Online application form for the National Police Certificate** from the Victoria Police website: http://www.police.vic.gov.au/content.asp?Document_ID=274 All sections of the form must be completed. **Note:** Victoria Police will only process forms that have been completed on-line as forms will be scanned.

Section A: Tick "National Name Check" box.

Section C: If you do not have a Victorian residential address you will need to obtain an Australian Federal Police check (AFP). For further information visit the following link <http://www.afp.gov.au/>

Section D: For the question "Is this certificate being paid for by an employer/organisation or for Victoria Police purposes?" students must tick the "No" box. Police checks are to be paid for by the student.

Section E: (Option 2) Students must tick the "Healthcare" box and then in "Please specify" type 'Student Placement' and indicate your discipline (e.g Nursing, Physiotherapy etc.).

PLEASE NOTE: This may not all fit and may have to be handwritten after printing.

Students must complete:

- Name of organisation – **LA TROBE UNIVERSITY**
- Name of organisation's representative – **College of Science, Health and Engineering**
- Daytime contact phone number – **1300 LA TROBE (1300 52 87623)**

Step 2

Bundoora Students - Once the online form is completed and printed, the student must visit the ASK La Trobe Help Zone in the library to have their form signed for the student discount and the CVF number. A member of the Partnership Operations Team will be contacted by ASK La Trobe staff to sign the police check.

Regional Students - Once the online form is completed and printed, the student must visit the Clinical Teaching Building (CTB) in Bendigo to have their form signed for the student discount and the CVF number. Students from other campuses or those not able to visit in person should mail their completed forms (including payment via cheque/money order made out to Victoria Police, and a postage paid envelope addressed to Public Enquiry Service) to the - Regional Placements Team, Clinical Teaching Building, La Trobe University, PO Box 199, Bendigo VIC, 3552.

Step 3

Students must undertake a 100 point identity check and sign in front of an authorised certifier. The completed application form, certified documents and fee (cheque/money order or invoicing client cover sheet) must then be posted for processing to the address provided on the form. **The current fee is \$18.40** (effective 1 July 2019). Victoria Police will post your police check to your home address.

ALLOW 2 – 6 WEEKS FOR YOUR POLICE CHECK TO BE PROCESSED. PLEASE MAKE CONTACT WITH VICTORIA POLICE AFTER THIS TIME IF YOU HAVE NOT RECEIVED YOU POLICE CHECK.

Step 4

It is the **student's responsibility** to upload their police check to InPlace and show the police check to the professional placement supervisor on the first day of their professional placement/s.

NB. Procedures for gaining police checks for NSW facilities differ from those in Victoria. If you are placed in a NSW facility and require a police check, please speak to the Placements staff.

International Students

International students can apply for a Victorian police check provided that proof of residency in Australia can be provided with the application (e.g current bank statement showing Australian address). Students who are unable to prove an Australian address will need to apply for an Australian Federal police check. The direct link is:

<http://www.afp.gov.au/>

Scroll down to the **National Police Check Application Form**. This form should be used as it is the more comprehensive check.

Section 1 code is 37.

What are acceptable types of identification?

Applicants must supply a minimum of two (2) types of acceptable identification from the list below with a minimum total of 100 points. Identification must include at least one type of photo ID plus identification that contains the applicant's current residential address, signature and date of birth. A minimum of one photo identification is required. Further information can be found on the application form.

Current passport (Australian/Foreign)
Driver licence/Learner's permit/Boat licence
Firearms/Private security licence
Current tertiary student identification card (with photo)
Key pass/Proof of age card (with photo)
Certified current passport size photo (only required if the applicant does not possess any other photographic identification.)
Australian citizenship certificate
Birth certificate (not extract)
Birth card
Australian travel documents or current Australian Visa
Department of Veterans Affairs (DVA) card
Centrelink card (with reference number)
Government employee ID
Medicare card
Credit card or account card
Marriage certificate (registry issue only)
Change of name certificate (registry issue only)
Bank statement (with residential address)
Motor vehicle registration or insurance papers
Property rates notice/utilities notice

Who can witness my signature?

Your completed form and original and photocopies of identification documents must be taken to an authorised person to sign as witness to your signature and certification of your photocopied identification documents. List of authorised certifiers:

Please note that as of April 2009, Australia Post employees can no longer certify police checks.

- Justice of the Peace, Bail Justice or Registrar of the Magistrate's Court
- Bank manager or employee with 5 or more years of continuous service
- Commonwealth executive public service (Level 1, 2 or 3)
- Commonwealth non-executive public service (Grade 2-6)
- Bank manager of employee with 5 or more years of continuous service
- Commonwealth exec. Public service employee (Level 1-2 or 3)
- Commonwealth non-exec. public service employee (APS 2-6)
- Australian lawyer (Legal Profession Act 2004)
- Accountant (member of the ICA, ASA or NIA)
- Principal/teacher in the teaching service
- Registered Medical Practitioner
- Registered Dentist (Dental Practice Act 1999)
- Registered nurse
- Pharmacist
- Veterinary Practitioner
- Minister of Commonwealth or State Parliament
- Secretary of a building society
- Member of the police force
- Public Notary
- Casino special employee