

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

Accepted: One Primary and One Secondary (photo required) OR Three Secondary (photo required)

PRIMARY ID DOCUMENTS
Full Australian Birth Certificate
Australian Citizenship Certificate
Australian Passport (current or expired within the last 2 years)
International Passport (current only)
Certificate of Registration by Descent

SECONDARY ID DOCUMENTS
Australian Photo Drivers Licence
Australian Photo Firearms Licence
WA Photo Card
State or Federal Government Employee Photo ID
Centrelink or Social Security Card
Dept. of Veterans Affairs Card
Tertiary Education Institution Photo ID
Australian Learner's Permit
ImmiCard
Working with Children Card
Medicare Card
Dangerous Goods Security Card
Maritime Security Identification Card
Consular Photo Identity Card
Property lease or rental agreement
Council or shire rates notice
Property insurance papers
Utility bill (power/phone/mobile/water/gas)
Motor vehicle registration or insurance
Professional or trade association card
Debit or credit card
Health Care Card
Passbook or statement from financial institution

If the identification is in multiple names, a change of name document, such as a Marriage Certificate, Divorce Certificate or Change of Name Certificate, is required to validate previous names.