



Safeguarding Operations Initiation Check Request Form

Phone (08) 8210 8150 (select option 1) **Email** receptionsava@adelaide.catholic.org.au **Postal Address** GPO Box 1364, Adelaide 5001

It is the policy and practice of the Catholic Archdiocese of Adelaide that individuals who have a responsibility through their role within the Archdiocese in either a paid or voluntary capacity, are required to undergo a Department of Human Services (DHS) Working with Children screening which is processed through the Archdiocesan Safeguarding Operations team. This screening is used as part of the assessment process to determine a person's suitability for employment or volunteering within the Archdiocese or its affiliated organisations.

Note: It is important to be aware that volunteers who provide occasional service may or may not be subject to this screening requirement. Determination around this is dependent upon the type of role, frequency of service provision and level of supervision applied. Locations should refer to the Archdiocesan Screening policy and guidelines.

LODGEMENT – Safeguarding Operations undertakes direct lodgment of applications and monitors the ongoing status of checks direct with DHS on behalf of all the Archdiocesan locations.

Authorised personnel at the locations are required to verify identification and ensure that **all details requested on the form are provided and writing is legible**. This form must then be forwarded by the location where the service is to be provided direct to the Safeguarding Operations team.

FINALISATION OF OUTCOME – Upon completion of processing, individuals will be provided with notification from DHS and if clearance is granted, a Catholic Clearance Card will be issued. There is no cost to individuals for checks conducted through Safeguarding Operations via this form. Standard processing time will be approximately 30 days, however in more complex cases processing can take up to 12 weeks.

Applicant details

all details must be provided

**** Please ensure that the individual's legal name is provided in this section ****

First Name

Last Name

Date of Birth DD / MM / YYYY **Contact Phone #**

Email address

Current postal address

all details must be provided

Number/Street **or PO Box**

Suburb **State** **Postcode**

Location & role details

all details must be provided

Employee **Clergy/Religious** **Volunteer** **Contractor**

Proposed Start Date DD / MM / YYYY **Continuation of Service** (tick only)

(if new to location)

Location

(Location Where Service is to be provided – E.g. Adelaide Cathedral Parish, Rosary School, and Centacare Adelaide etc.)

Role Description

(What role will the individual undertake at your location?)

FOR PARISHES ONLY: Will the applicant hold any of the following roles?

(Please tick all that apply)

- Safeguarding Contact Person
- Nominated Authorising Person
- Parish Pastoral Council Member
- Pastoral Associate
- Youth Ministry Leader
- Children's Liturgy Leader
- Children's Choir Leader
- Altar Server Supervisor
- Children's Sacramental Preparation Leader
- Any other child-related role


Nominated Authorising Person (NAP) – Verification details

all details must be provided

Full Name

Date **Signature**

100 POINT Identification check

Please  Tick selected choices

Proof of identity must be presented prior to processing of this check. The NAP at the location must view the **ORIGINAL** identity documents or certified true copies (listed in Schedule 2 Statutory Declarations Regulations 1993). The documents must total **100 points** and **must include identification which contains a photograph**.

Change of Name - If the name used to apply for the check is different from that shown on any of the Applicant's personal identity documents, they must provide evidence of name change (e.g. Marriage/Change of Name Certificates from Government Births, Deaths, Marriages or Divorce papers issued by Family Court. These documents DO NOT count towards the 100-points.

Category	Type of document	Value	Points																
<p>Category A (70 points)</p> <p>Only one document from this category will be accepted</p>	<p><input type="checkbox"/> Birth Certificate (COMPLETE - NOT EXTRACT) Full Name on document</p> <p><input type="checkbox"/> Australian Citizenship Certificate Full Name on document</p> <p><input type="checkbox"/> Australian Passport (CURRENT OR EXPIRED WITHIN THE PREVIOUS TWO YEARS, BUT NOT CANCELLED) Full Name on document Expiry Date</p> <p><input type="checkbox"/> Foreign Passport (CURRENT OR EXPIRED WITHIN THE PREVIOUS TWO YEARS, BUT NOT CANCELLED) Full Name on document Expiry Date</p> <p><input type="checkbox"/> Other international document of identity having same characteristics as a passport e.g. diplomatic/refugee document (with identifying photograph or signature) Full Name on document</p>	70																	
<p>Category B (40 points for initial document. Subsequent documents are worth 25 points)</p>	<p><input type="checkbox"/> Australian Driver's Licence or Permit Full Name on document Expiry Date</p> <p><input type="checkbox"/> Department of Veteran's Affairs (DVA) card</p> <p><input type="checkbox"/> Proof of Age Card or Photo Identity Card (GOVERNMENT ISSUED)</p> <p><input type="checkbox"/> Centrelink pensioner OR Health Card (one only)</p> <p><input type="checkbox"/> Public Employee Photo ID Card (GOVERNMENT ISSUED)</p> <p><input type="checkbox"/> Current Student Photo ID Card (university / high school / TAFE)</p> <p><input type="checkbox"/> Medical practitioner reference (only if applicant is known to the Doctor for at least a year)</p> <p><input type="checkbox"/> Working with Children Card OR Teachers Registration Card (ONE ONLY)</p> <p><input type="checkbox"/> Aviation Security OR Maritime Security Identification Card (ONE ONLY)</p>	40 or 25																	
<p>Category C (25 points)</p> <p>If more than one document from this category is used, they must be from different organisations</p>	<table border="0"> <tr> <td><input type="checkbox"/> Seniors Card</td> <td><input type="checkbox"/> Professional or Trade Association Card</td> </tr> <tr> <td><input type="checkbox"/> Medicare OR Private Health Care Card</td> <td><input type="checkbox"/> Utility Bills (Telephone, Gas, Electricity or Water)</td> </tr> <tr> <td><input type="checkbox"/> Council Rates</td> <td><input type="checkbox"/> Superannuation Statements</td> </tr> <tr> <td><input type="checkbox"/> Property Insurance Papers</td> <td><input type="checkbox"/> Motor Vehicle Registration or Insurance Certificate</td> </tr> <tr> <td><input type="checkbox"/> Electoral Roll Registration</td> <td><input type="checkbox"/> Rental Property Lease Agreement</td> </tr> <tr> <td><input type="checkbox"/> Foreign/International Drivers Licence</td> <td><input type="checkbox"/> Extract of a Birth Certificate</td> </tr> <tr> <td><input type="checkbox"/> Bank or Credit Card</td> <td><input type="checkbox"/> Assessment Notice from the Australian Taxation Office</td> </tr> <tr> <td><input type="checkbox"/> Bank/Financial Institution statement or passbook</td> <td></td> </tr> </table>	<input type="checkbox"/> Seniors Card	<input type="checkbox"/> Professional or Trade Association Card	<input type="checkbox"/> Medicare OR Private Health Care Card	<input type="checkbox"/> Utility Bills (Telephone, Gas, Electricity or Water)	<input type="checkbox"/> Council Rates	<input type="checkbox"/> Superannuation Statements	<input type="checkbox"/> Property Insurance Papers	<input type="checkbox"/> Motor Vehicle Registration or Insurance Certificate	<input type="checkbox"/> Electoral Roll Registration	<input type="checkbox"/> Rental Property Lease Agreement	<input type="checkbox"/> Foreign/International Drivers Licence	<input type="checkbox"/> Extract of a Birth Certificate	<input type="checkbox"/> Bank or Credit Card	<input type="checkbox"/> Assessment Notice from the Australian Taxation Office	<input type="checkbox"/> Bank/Financial Institution statement or passbook		25	
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<ul style="list-style-type: none"> • Copies of identification documents must not be taken and retained at the location or forwarded to Safeguarding Operations. • This form (front & back) MUST be fully completed & clearly identify which identity documents were presented and verified at the location. • In the event that this form does not identify that 100 points of identification has been sited at the location, this form will be returned to enable further identification documents to be sought. 																			