

National Police History Check

Fit2Work instructions

A National Police Check can be processed through the Registry Office using the Fit2Work agency.

1. Complete the consent form

- A hard copy of the form can be obtained from your Rector/Priest in Charge/Incumbent or the Registry Office
- An electronic version of the form can be obtained through the Fit2Work system (Please contact Sarah Crutch to obtain this – contact details below). Once all details have been filled out electronically you must print the form and provide it to the Registry Office.

2. Provide 100 points of identification

- You must provide 100 points of identification with your consent form
- A list of documents and their points are provided in the consent form
- The originals must be viewed by the Authorising Officer at the Registry or certified photocopies provided

Note: Clergy of the Anglican Diocese of Bendigo are able to certify your identification documents

3. Provide all documentation to the Registry for processing

- Once you have returned the consent form with 100 points of certified identification the Registry will process your National Police Check
- You will receive an email when your National Police History Check has been completed
- A copy of your National Police History Check will be emailed to the address provided, or a hard copy can be provided on request
- The Registry will record your details on the relevant database and inform your Rector/Priest in Charge/Incumbent that you have completed your National Police History Check

Important information

- Your police history is not available to the Authorising Officer. The check will only advise whether or not there are disclosable outcomes.
- The Registry Office will invoice your parish for the cost of the National Police Check
- A separate consent form must be completed for every police check submitted
- The details of your National Police Check cannot be disclosed to a third party outside the Anglican Diocese of Bendigo without your written consent
- National Police Checks are required to be renewed every three years

Contact

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