



## Applying for a police clearance March 2017

Police checks for volunteers who work with vulnerable groups such as children, the aged or people with a disability are provided free of charge by South Australia Police to organisations that have a [Volunteer Organisation Authorisation Number](#). (Golf SA is an organisation with a VOAN)

Do you need a DCSI Screening instead?

Child related employment screening by the Department for Communities and Social Inclusion (DCSI) Screening Unit is a comprehensive assessment of information obtained about an individual to determine whether they may pose a risk of harm to children in a workplace or volunteer environment.

Golf SA Policy requires anyone who conducts **school based golf programs** to have a Department for communities and Social Inclusion clearance.

Identify key staff, contractors, community golf coaches, PGA members and club volunteers who need child related employment screening or vulnerable person related screening.

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### How to apply for a police check go to SAPOL;

<https://www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check>

**Step 1:** Complete an application form on line and print it out or [Download application form PDF](#) and complete it by hand.

**Step 2:** Check your proof of identity

Check that you have 100 points of original identification

<https://www.police.sa.gov.au/services-and-events/100-point-identification>

**Step 3:** Get your application processed

Take your application to your local police station or a Justice of the Peace (JP).

Take your:

- completed application form
- 100 points of original identification
- photocopies of 100 points of identification, for certification.

Ask a police officer or JP to:

- witness your signature on your application form
- certify your 100 points of identification
- complete the authorisation section on your application form.

**Step 4:** Pay the application fee

As a member of Golf SA, no fees are applicable to you, but to complete the process you **MUST** send the Completed National Police Check Application Form and copies of your completed and signed 100 point check documents to Golf SA.

An accompanying letter from a Club Official to confirm the purpose of the check is also required.

Post to: Golf SA  
PO Box 423  
North Adelaide SA 5006

Golf SA will complete the VOLUNTEER AUTHORITY (VOAN) section on the application and send the completed application and documents direct to The Records Release Unit.

Your application will be processed within 10 working days from when it is received by the South Australia Police Records Release Unit.

When you receive the approved National Police Certificate, you are required to send a copy to Golf SA for our records.  
Golf SA PO Box 423, North Adelaide SA 5006.

**Golf SA requires a new police clearance every three years.**