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play golf

DCSI Screening & Background Checks

First Name: _____

Last Name: _____

Email: _____

Date of Birth: _____

Home Address: _____

Contact Phone Number: _____

Proposed Start Date: _____

Role Description (please circle applicable)

Volunteer

Contractor

Employee

Name of other Sporting Clubs the applicant has been a Volunteer/Contractor/Employee at in the past 10 years

1. _____
2. _____
3. _____

Please see instructions on page two.

24 Feb 2017

Allan Telford

Golf Development Coach

Requesting Organization – Verifying Officer



Government of South Australia
 Office for Recreation and Sport

be active.



How to apply for a DCSI clearance; online applications only.

This clearance is used for anyone volunteering/coaching/employees who have dealings with junior players on a one on one basis, or who enter school premises.

This could be coaches/referee's/junior coordinators/managers of junior teams.

Step 1: Phone (82671353) or email Golf SA (admin@golfsa.com.au) with your request.

We will need you to fill out the Page 1 attached form and send to us.

Step 2: Golf SA will initiate the Application; you will then receive two email's from DCSI online system, the first will ask you to activate my account the second will provide you with a secure login, user name and password for your own account.

Step 3: As soon as you login to the system using these details, you will be asked to create your own unique password. You can then proceed to complete the application form online.

Please note: in the 100 point identification check section, it will ask you to select verification method, please choose Verify Identity Online Now.

Easy on line help tools are provided throughout application process to assist you.

Other things you will need to finalise your application:

- Information on your residential history for at least 10 years
- Identity documents such as birth certificate, Australian citizen certificate, passport and driver's license to enable you to undertake a 100-point identification check.

You will not be required to sign your application form as you will be providing your information in a secure user-identified environment and the process has been initiated by a requesting organisation.

You will however, be required to accept a declaration statement before submitting your application form, to secure the approval of submission of the application.

Step 4: Golf SA (requesting organisation) will verify application and pay application fee. You will receive your clearance letter by email and one will be sent to your organisation.

A DCIS screening clearance last for three years and can be taken from job to job.

Renewal applications should be lodged when the applicant has six months or less left to go on their current clearance.