



THE PORT LINCOLN MUROTO FRIENDSHIP GROUP Inc.

As part of our due diligence (as an organisation that deals with children), the Port Lincoln Muroto Friendship Group Inc. (PLMFG) committee have deemed that a National Police Check Certificate (or Teacher Registration with a valid Police History Check), is required from **all PLMFG committee members, delegates over 18 years of age travelling to Japan, and ALL persons over 18 years of age in a hosting household**. Associate members are also encouraged (and may be required) to gain a certificate. A Certificate will be valid for three years from the issue date.

PLMFG have a VOAN number which makes the certificate application FREE of charge.

Sometimes, processing these documents can take several months; please don't delay in applying.

HOW TO FILL IN THE SAPOL NATIONAL POLICE CHECK APPLICATION FORM:

Download/print the form using the link below – please note, the form **must be opened using Adobe Reader or Adobe Acrobat**; alternatively, ask us for a form or pick one up from the Police Station.

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

SAPOL requests that blue or black biro and BLOCK LETTERS are used.

- Fill in **"APPLICANT DETAILS"**
- Under **"PURPOSE OF CHECK/OCCUPATION"** = YOUTH WORKER
- Under **"CATEGORY"** = Working with Children
- Under **"CHECK TYPE"** = VOAN Volunteer
- Under **"FINGERPRINTS"** = do not apply for this
- Sign and date the **"CONSENT"**
- in the box **"VOAN"**

Do not fill in any "Volunteer Authority" information

Provide SAPOL with Proof of identity as Category A or Category B. Take the application and your proof of identity to SAPOL or a JP, and they will authorise the document (in and under the black stripe).

Return the Application to Rob Watson, Chris Mantle or Karen Carlson.

They will fill out the VOAN AUTHORITY and forward the documents to SAPOL; the VOAN number is a secure number and will not be issued to applicants.

You will not see the application again after the VOAN number is applied.

Once you receive the Police Clearance Certificate (at your postal address), please show it to Rob, Chris or Karen, who will record that they have seen it, its history is acceptable, and record the issue date.