

# Port Lincoln Muroto Friendship Group

## How to fill out the DHS application form (as at 9/1/2021)

Go to: <https://www.dcsiscreening.sa.gov.au/>

*You are applying for a 'Working with Children Check'.*

*This is a free application as you are applying as a volunteer.*

*The first page is like this.*

*You need to apply as an individual. Click on the 'here' button marked "start here" as indicated below.*

*When you receive your clearance, you will need to provide a copy to the Port Lincoln Muroto Friendship Group. (PLMFG) OR just the Surname, birth date and the SRN number from your certificate.*

## Screening and background checks

### Login

If you have a logon, please enter it here.

Username\*

Don't start here

Password\*

Don't start here

Login

[Forgot Your Password?](#)

You will be assigned a user account once an organisation has requested a screening on your behalf.

### WELCOME TO DHS SCREENING

#### Organisations and Employers

You must register as an organisation to access the Organisation Portal.

[Register My Organisation](#) (Organisation / Sole Trader use only)

Once you have registered, log in below to:

- Initiate an application on behalf of an employee
- Check the progress of an application
- Check the validity of a clearance
- Register or un-register an interest in an individual who has a Working with Children Check.

You can also check the progress of an application [here](#). A description of each status type is provided in our [Screening Application Status](#) (PDF) document.

#### Applicants

Applicants can initiate a check independent of an organisation [here](#).

START HERE

If an organisation has initiated your application, and you have activated your account, you can log in above to complete your application.

You can check the progress of your application [here](#). A description of each status type is provided in our [Screening Application Status](#) (PDF) document.

***That will take you to this form.***


***Fill it in as shown in yellow.***


***You will then be advised that you will receive an application number and password via email.***

***When you receive this email, proceed with your full application.***

First Name*	<input type="text" value="Fill here"/>
Last Name*	<input type="text" value="Fill here"/>
Email*	<input type="text" value="Fill here"/>
Confirm Email*	<input type="text" value="Fill here"/>
Date of Birth*	<input type="text" value="Fill here"/>
Reference Number	<input type="text" value="LEAVE BLANK"/>
Proposed Start Date	<input type="text" value="LEAVE BLANK"/>
Continuation of Work	<input type="checkbox"/> <input type="text" value="NO TICK HERE"/>
Role Description*	<input type="text" value="Japanese sister city student exchange management, delegate or host"/>
Screening(s) Required*	<input type="checkbox"/> Aged Care Sector Employment <input type="checkbox"/> Disability Services Employment <input type="checkbox"/> General Employment Probity <input type="checkbox"/> Vulnerable Person Related Employment <input checked="" type="checkbox"/> Working With Children Check <input type="text" value="ONLY tick here (unless you are going to need other screenings)"/>
Applicant Type*	<input type="text" value="Volunteer"/> <input type="text" value="ONLY put 'volunteer' here"/>

Use this role description, using at least one of the words 'management', 'delegate', or 'host'. More than 1 can be used to cover multiple roles you might play within the group, now, or in the future



✓ I'm not a robot 

**Start Application**

***You will receive emails from DHS requiring more information. Please complete these. After time, you will receive your clearance.***

***When you receive your clearance, you will need to provide a copy to the Port Lincoln Muroto Friendship Group. (PLMFG) OR just the Surname, birth date and the SRN number from your certificate.***

***Your clearance is valid for 5 years.***