

VOLUNTEER NATIONAL POLICE CHECK CERTIFICATION PROCESS

Apply Via <https://www.service.vic.gov.au/services/national-police-check>

Use Discount Code: CVF4846

Cost for Volunteer with Discount Code: \$30.30 (paid by Cottage)

Please Note: The Cottage will pay for your Police Check - you can either choose to be reimbursed by emailing coordinator@deansmarshcottage.org.au the proof of payment, your BSB and Account details. OR come to the Cottage with your ID documents, and we can assist you to lodge & pay for your Police Check.

Before you start you'll need to have least 3 documents, including 1 photo ID.

At least 2 of the following:

- Australian birth certificate
- Australian passport - current or expired less than 3 years
- Australian driver licence or learner permit
- Foreign passport linked to a valid Australian visa
(The national police check will count this as you providing **2 documents.**)
- ImmiCard
- Australian marriage certificate
- Australian citizenship certificate

And 1 of the following:

- Medicare card
- Australian driver licence or learner permit - if you didn't use it as your first ID
- Australian passport — if you didn't use it as your first ID
- details from a bank account you use regularly — if you hold a foreign passport

The names on your documents must match.

If you've changed your name, you'll need to provide:

- marriage certificate
- change of name certificate

SUBMIT YOUR POLICE CHECK

Once you have your Police Check, please email coordinator@deansmarshcottage.org.au or show it to the Cottage Manager. They'll upload it to Involve our Volunteer Management Software.