



Dear Parents,

We love having parents volunteer for a range of activities at Pilgrim School. You may want to listen to reading, help in the classroom, go on an excursion with a class, help with our Learning Assistance Program (LAP), the canteen, P&F activities or the library. Please note all our volunteers who will be working with children require a current police check. Police checks are valid for 3 years. You are welcome to check at the Front Office if you are unsure when your certificate expires.

We have included the procedure for obtaining a National Police check below.

We look forward to working with you this year.

Thank you,

Pilgrim Staff

## HOW TO APPLY FOR A NATIONAL POLICE CHECK APPLICATION

### PARENT INFORMATION

1. Visit the police website at: [www.police.sa.gov.au](http://www.police.sa.gov.au) .  
Under the "Fast Find" heading in the top right hand corner, click on "Police Checks" and then halfway down the page is a link to the "National Police Certificate application form".
2. Applicant completes form on-line.  
Purpose of Check is - School Volunteer  
Category is – Working with children/vulnerable groups  
Check Type is – VOAN Volunteer (VC)
3. Applicant takes completed printed form to a police station with the 100 point identification eg passport or birth certificate and driver's licence. (If using birth certificate, need to have marriage certificate showing change of name.) Need to take **copies** of these documents as well.
4. Applicant brings SAPOL stamped and signed form & attached copies of documents to Pilgrim.
5. Pilgrim front office completes form and posts to SAPOL.
6. Applicant to bring National Police Certificate to Pilgrim for the School to record issue date and certificate number, once received.