



### **National Police Check for Vinnies – Volunteers**

You are currently being asked to complete Vinnies Police Check and we are providing you with this specific link to complete the relevant form, through this link the results will be sent directly to Vinnies. Vinnies has teamed up with National Crime Check to make getting a police check quicker, easier and safer using user-friendly online technology.

To help you complete the form we have put together some “how to” instructions below.

### **Why do I need a police check?**

Vinnies require Police Checks for all new Volunteers, Members and Employees (who are over 18 years of age) before they commence work and then at regular intervals during their work (currently every 3 years unless sooner is required by funding agreements). This check needs to be for the purpose of work at Vinnies and completed through the Vinnies Police Check account.

The St Vincent de Paul Society NSW (Vinnies) is committed to being a Child Safe Organisation. Part of these commitments included screening and Police Checks for all workers. A number of our funding agreements also require regular Police Checks for any workers in those programs. And like many organisations we also use Police Checks to consider relevant information that relates to role requirements, eg. Financial responsibilities, driving.

### **Entitlement to Work**

Included in the National Crime Check process is the collection of relevant documentation to confirm your right to work in Australia. Vinnies requires this evidence to meet its legal obligations. You may need to provide additional documents for this as part of the process.

### **Overview of the Process**

1. Fill in your basic and contact details.
2. Complete the initial security verification (by email and/or SMS).
3. Provide your required additional information (e.g. place of birth, residential address details for the last 5 years, a driver's license and/or passport number if you have them).
4. Complete the InstantID online proof of identity verification using original ID (must have either a driver's license or passport). If you don't have a valid driver's license or passport, select the "mail in option". There will be instructions on how to complete once selected.
5. Sign consent online.

### You will need:

- A personal email address you can access
- Details of your addresses for the last 5 years
- Some other personal details such as names
- 4 Identity documents to meet the requirements - See **page 4** - minimum identity documents
- Access to a PC or smart phone (if you don't have this please contact your interviewer for alternatives such as access to a computer at a Vinnies site or paper forms).

**Need Help?** - National Crime Check can provide support and answer questions about the online processes – contact them if you need on 1800 080 095 or email [support@nationalcrimecheck.com.au](mailto:support@nationalcrimecheck.com.au).

### Let's get started – Your Vinnies Police Check Link :

1. Please copy and paste the following link to your browser:

<https://svdpnswsupportservices.nationalcrimecheck.com.au/>

2. Scroll down to the bottom of the page and press '**Begin Now**'

3. Fill in **ALL** details on page 1

4. Check Type Occupation/Position - Please select the drop down listed as: [Volunteer—Healthcare or Vulnerable Groups](#)

And then select the option listed as: [Volunteers in homelessness services and refuges](#)

5. Save and continue

A NCC code will be sent to your email and as an SMS to your phone. You will need this to complete the check.

**Application Verification:** 1. Enter the NCC code sent to you, then 2. Press verify - Your application will be verified.

### Personal details - Complete the following information:

- a. Date of birth and gender
- b. Place of birth
- c. Residential address
- d. How long have you lived at this address?
- e. Postal / Dispatch Address (if applicable)
- f. Other names - if you have ever been known by any other name, eg Maiden name, or Select "I don't have any other names"

### Instant ID

You must provide four documents of the following to upload to the portal or post to complete the NCC. See **page 4** for a list of minimum identity documents.

- a. One (1) commencement of identity document
- b. One (1) primary use in the community document
- c. Two (2) secondary use in the community documents

## How to upload my documents using my mobile phone, webcam or scanned ID:

1. With your webcam or mobile device ready to go, all you have to do is hold up each of your forms of ID to the camera and press the button.
2. If you don't have a webcam just take a photo or scan and upload the ID. It's that easy!

## Postal option

1. Press "Mail in copies of my ID"

## Finalise

Once your documents are loaded, you can finalise the process by signing the document with an eSignature. Confirm by pressing the "**sign lodgement**" button. You are done when you see "**Your lodgement has been finalised**".

## Frequently Asked Questions (FAQ's)

### *Who pays for my check?*

As it's a check for Vinnies, and through their account, Vinnies will pay for the check. You don't need to pay anything.

### *How quickly will you get my National Police check?*

Most police checks are verified and dispatched within 24 – 48 hours after completion, however sometimes it can take several days or even a couple of weeks. The results will be sent directly back to the relevant team at Vinnies.

### *Who gets my police check?*

As it is a check for Vinnies, during the process of completing the check you consent for the police check to be sent directly to St Vincent de Paul NSW.

### *What happens if I have a conviction?*

The Vinnies recruitment team will conduct a fair and balanced risk assessment of your suitability for the role, considering the relevance of the conviction to the type of work as well as a range of other factors. To do this we may need to ask you for a few more details.

### *I didn't have all my information at hand, how do I resume the check?*

To resume a partially completed check please use the Link provided on Page 1 or 2 of this Instructions sheet and simply press the "**Resume a Check**" button located in the top right hand corner of your screen. Follow the prompt to enter your name, email or phone numbers. Your confirmation code will be either emailed or sent to your phone. Enter the code, then press the "**continue to process**" button

### *The session timed out, what should I do?*

You can resume the check at any time. If your session has timed press the "**Resume a Check**" button at the bottom of the page, then enter your surname, email address and mobile number then press continue the process. Your confirmation code will be either emailed or sent to your phone. Enter the code, then press the "**continue to process**" button

### *What happens to my ID?*

When you upload your ID to the portal it will be securely saved. Only Vinnies People and Culture or key delegated Admin staff will be able to access the information from the Portal.

**More Questions?** If you have further questions about the online processes – please contact National Crime Check on 1800 080 095 or email [support@nationalcrimecheck.com.au](mailto:support@nationalcrimecheck.com.au)

If your questions relate to the broader application process please contact your local manager or interviewer.

## **ACIC National Police Check Minimum identity requirements**

### **Commencement documents**

- a. full **Australian birth certificate** (not an extract or birth card)
- b. current **Australian passport** (not expired)
- c. **Australian visa** current at time of entry to Australia as a resident or tourist \*
- d. **ImmiCard** issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services
- e. **certificate of identity** issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
- f. **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- g. **certificate of evidence** of resident status.

\* A Visa Entitlement Verification Online (VEVO) record may be provided. If you are a New Zealand citizen on a Special Category Visa, you can request your VEVO details from the Department of Home Affairs via their website.

### **Primary documents**

- a. current **Australian drivers licence**, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
- b. **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- c. current **passport** issued by a country other than Australia with a valid entry stamp or visa
- d. current **proof of age** or **photo identity card** issued by an Australian Government agency in the name of the applicant, with a signature and photo
- e. current **shooters** or **firearms licence** showing a signature and photo (not minor or junior permit or licence)
- f. for persons under 18 years of age with no other Primary Use in Community Documents, a current **student identification card** with a signature or photo.

### **Secondary documents**

- |   |  |
|---|--|
| a. <b>certificate of identity</b> issued by DFAT  | k. <b>photo identity card</b> issued by the Australian Defence Force                                 |
| b. <b>document of identity</b> issued by DFAT   |  |
| c. <b>convention travel document secondary</b> (United Nations) issued by DFAT                    | l. <b>photo identity card</b> issued by the Australian Government or a state or territory government |
| d. <b>foreign government issued documents</b> (for example, drivers licence)                      | m. Aviation Security Identification Card   |
| e. Medicare card  | n. Maritime Security Identification card   |
| f. enrolment with the Australian Electoral Commission   | o. credit reference check  |
| g. <b>security guard</b> or <b>crowd control photo licence</b>                                    | p. Australian tertiary student photo identity document   |
| h. <b>evidence of right to an Australian government benefit</b> (Centrelink or Veterans' Affairs) | q. Australian secondary student photo identity document  |
| i. <b>consular photo identity card</b> issued by DFAT   | r. certified <b>academic transcript</b> from an Australian university                                |
| j. <b>photo identity card</b> issued to an officer by a police force                              | s. trusted referees report   |
|   | t. bank card   |
|   | u. credit card.  |