



National Police Checks for NSW and ACT Volunteers

Hi potential NCYC09 leader,

Thank you for expressing interest in a leadership role for NCYC09!

The Victoria/Tasmania Synod Working with Children Check Policy states that all adults who participate in child relate activities or programs of the Synod as a Child Worker are required by legislation to apply for and receive a positive Working with Children Check (WWC) or your state's equivalent.

For NSW and ACT volunteers, you are required to complete a National Police Check. Don't worry, it's not too difficult, it covers you for all child-related work under the Synod and it only costs \$32.73. Here's what you need to do:

- Obtain a National Police Check form from your local police station or download it from the Australian Federal Police Website: <http://www.afp.gov.au/act.html>
- Read the general information pages and complete the application form as required.

In the "Consent to Obtain Personal Information" sheet, please do the following:

- o When specifying the *Name of Organisation/Department/Employer seeking information*, please write: The Uniting Church in Australia, Synod of NSW & ACT.
- o Please provide: National Christian Youth Convention as the *"Agent/Background checking company"*.
- o Your *"position/entitlement"* is "Child contact"
- On the final page of the application form, please **do not** specify the NCYC office as the return address. The check can be sent to your personal address.

1 Morrison Close
Parkville Victoria 3052
Phone: (03) 9340 8800
Fax: (03) 9340 8805
Email: converge@ncyc.org.au
ncyc.org.au

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- Sign your form, attach the required documents and then send it in to:

AFP Criminal Records
Locked Bag No1
Western ACT 2611

- As soon as you have received your police check, please send a **clear, certified** photocopy of all pages to:

NCYC09 office
1 Morrison Close
Parkville VIC 3052.

We need a certified copy of your police check for our records. If you are unsure of what a certified copy is, check out the attached information.

NOTES:

- If you already have a valid Police Check, all you need to do is send the **clear certified** photocopy to us at the office.
- If you are an applicant under 18, you must also complete Parental Consent Form (attached).

If you have any questions, please feel free to contact me at the NCYC09 office on 1300 00 6292 or amy@ncyc.org.au. Alternatively you can contact the ACT Federal Police on (02) 6223 3000.

Thank you again for volunteering.

Kind regards,

Amy Lowe

On behalf of the Registration and Allocation team.

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HOW TO HAVE A DOCUMENT CERTIFIED

Make a photocopy of the *original* document and take the original and the copy to one of the people listed below. They will then stamp/write on every page/copy to say that they have sighted the original document and certify it to be a true copy of the original.

They must then sign each statement and provide their designation, e.g. Pharmacist

PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE EVIDENCE ACT 1958 – SECTION 107A

- A justice of the peace or a bail justice
- A public notary
- A barrister and solicitor of the Supreme Court
- The prothonotary or a deputy prothonotary of the Supreme Court
- The registrar of a deputy registrar of the County Court
- The principal registrar of the Magistrates' Court or a *registrar of deputy registrar of the Magistrates' Court
- The registrar of probates or an assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- The secretary of a master of the Supreme Court or of the County Court
- A registered patent attorney
- A member of the police force
- The sheriff or a deputy sheriff
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councilor of a municipality
- A senior officer of a Council
- A registered medical practitioner
- A registered dentist
- A veterinary practitioner
- A pharmacist
- A principal in the Victorian government teaching service
- The manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion
- A Victorian public servant with authorisation to sign statutory declarations
- A fellow of the Institute of Legal Executives (Victoria)

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.

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