

APPENDIX 10

APPLYING FOR A NATIONAL POLICE CERTIFICATE (PD 267)

To request a national police check, the applicant must complete a PD267 National Police Certificate application form and attend a Police Station or Justice of the Peace with the form and 100 Point of Identification for verification. A photocopy of the verified identification must be attached to the PD267. *(This all needs to be completed before Todd receives the form)*



The applicant then returns the application form back to Todd Thorne for endorsement who will confirm that the volunteer will be interacting with vulnerable groups *(The forms can forwarded to Todd by post or hand delivered at meetings)*



Todd will then endorse the appropriate details on the form and forward the application form to the Records Release Unit (SAPOL) via mail



SAPOL receives the application, completes a check of all national criminal history indices and produces a National Police Certificate



This certificate is then posted to the applicant's nominated residential or postal address. *(The information from the police check is only sent directly to the applicant)*



On receipt of the certificate, the applicant will forward the certificate directly to Todd Thorne who will notate receipt of the certificate and return certificate to the applicant.

Please note that all under age coaches, assistant coaches, team managers, trainers and any other Match Day Official who may be in contact with the children must undertake a police check. There are number of exemptions to this rule but to save any confusion, we need to have each of these people police checked.