

Obtaining a National Police Check

It is easier if you have the required documents already scanned in an electronic format or, although slower, you can send certified copies in the mail. You will need four documents in total. The types of documents needed can be previewed here: www.policecheckexpress.com.au/minimum-identity-requirements.

Go to www.intercheck.com.au

Personal Checks

The quick and easy way to get your police check

- Police check express
- Verify your credentials
- Store



Order police check

Resume your check

Click on Personal checks, Order Police Check

You might need to scroll down a little to find the application button, which is just under the box with the costs listed.

Click on Apply Now



Price	
Employment	\$49.90
Volunteer	\$29.00
Hard Copy	\$5.95

All prices are in AUD and include GST. We accept Visa and Mastercard



Apply Now >

The next step is to select the Police Check you wish to apply. Staff members and members of the Parish advisory boards need to apply for the Standard Check, while Parish volunteers should select the cheaper Volunteer Check.

<h3>Standard Check</h3> <p>For Paid Employment, Position of Trust, Industry Accreditation</p> <p>\$49.90 incl.GST</p> <p>Start here</p>	<h3>Volunteer Check</h3> <p>For Unpaid Work / Student Placement, Work Experience or any Volunteer Position</p> <p>\$29.00 incl.GST</p> <p>Start here</p>
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Continue on the next page.

Author: C. Ralph
Hawthorn Catholic Parish
iccp parishoffice@gmail.com

Feedback welcome to this email address.

Police Check (cont'd)

The first field is to describe the role for which you need the Police Check, e.g. "Collection counter at Mass", or "Visiting parish members at home".

The organisation is Hawthorn Catholic Parish.

The State is Victoria.

Will you have contact with children or vulnerable groups?

Click in the box to drop the menu pictured at right, and select the appropriate response.

A volunteer visiting homes in our Parish may have unsupervised contact with vulnerable people and children.

Reason for Police Check

Please provide the relevant volunteer position you will be undertaking:*

Volunteer Fundraiser

Please provide the name of the organisation you will be volunteering with:*

XYZ Charity

State:*

-Please Select-

Will you have direct contact with Children and/or vulnerable groups as part of the role you are applying for? 

Please select contact

Please select contact

Supervised contact - direct or indirect contact with children or vulnerable groups, with supervision

Unsupervised contact - direct or indirect contact with children or vulnerable groups, without supervision

No contact - no direct or indirect contact with children or vulnerable groups.

A confirmation box will then appear. Make sure the details are correct, then either amend them or click the Continue button.

The next page asks for your identification details. Make sure the information is accurate with no spelling errors, as this is important for the check completing successfully and the Police Check result to be emailed to you. No paper copy will be sent unless you pay an extra fee to receive one. The password needs to be a minimum of 8 characters long, and you need to receive 6 ticks to continue. You should choose a password that you don't use anywhere else, and record it for future access to the site.

Contact Details

Given Name *

e.g. David

Surname *

e.g. Brown

Email*

e.g. david.brown@gmail.com

Confirm Email*

Confirm Email

Password*

At least 8 characters

Show Password

Confirm Password*

Confirm Password

Show Password

Mobile Pho

Valid Form

Password must be combination of :

- ✗ Alphanumerics and specified special characters
- ✗ Minimum 8 characters in length
- ✗ Minimum one capital letter
- ✗ Minimum one number
- ✗ Minimum one special character ~!@#\$\$%^&*()-_+=+0[]?>
- ✓ No spaces

Previous

Continue

Click the Continue button to proceed.

Police Check (cont'd)

The next page is for payment of the fee for the Police Check, and optionally electing to receive a paper copy of your completed check. If you are not an Australian citizen, you will also need to provide your visa to prove you are permitted to work here. You may select the "Right to Work check" for an additional fee, in which case Intercheck will obtain your visa conditions directly from the Department of Home Affairs. This may also serve as one of your identity documents for this check, and you will also receive a copy to show future employers as evidence of your right to work in Australia.

Note that this Police Check does not replace the need to obtain a Working With Children Check, or some specialised record checking for other roles.

Most of us will just need to fill in the payment details, and leave the rest of the page untouched. The standard delivery method is via email.

Please make sure you have ticked this box.



Right to Work Australia

The Visa check certificate that you will receive

- InterCheck will obtain your Right To Work Details directly from the Department of Home Affairs, and
- provide you with an official certificate that can be used as one of the documents required for the Identity proof, and
- also for you to present to future employees to demonstrate your entitlement to work in Australia

Checks We Do Not Cover

There are certain purposes for which InterCheck Australia cannot conduct a National Criminal History Check. Examples of some of the purposes that InterCheck Australia is not able to conduct are listed below but not limited to. Please consult the relevant industry body/ organisation or employer which police checks they will accept.

- VISA/ Immigration / Citizenship
- Prison services/Parole Board/ Corrections/Correctional Officer
- Court officials, court processes, court matters
- In Vitro Fertilisation
- Defence Force / Army Recruitment
- Adoption / Guardianship
- Personal Reasons
- Department for Communities and Social Inclusion
- Working with Children Check
- Dating Sites

Credit Card Details  

Expiry Date: CVN Code:

I have read, understood and accept InterCheck Australia's Terms and Conditions of Use *

You will receive a verification email and, if you provided a mobile phone number, also via text message. Enter the code in this box.





Payment Successful

A receipt has been emailed to you. Please ensure you check your Junk/ Spam folder.

We have sent a verification code to your nominated email @gmail.com and mobile number 041 

The verification code may land in either your Inbox / Junk / Spam folders. Some email servers may also take up to 5 minutes to land into your email account.

You can change your contact details [here](#)
To resend the verification code via email [click here](#)

Enter your code here

Please copy and paste or enter the verification code into the box below.

Police Check (cont'd)

NEXT STEP

From this point on, you will be able to leave the application process and return to it later if there is something you need to check or to obtain assistance to complete the form by clicking the "Save and Logout" button at the bottom of the page.

Continue Application

- Save form anytime and complete later, your info will be auto saved.
- Log back in using your Email/Password and start where you last left off.
- Complete on your PC, phone or Tablet.

You will need your email address and the password you recorded earlier to resume the form.

At the bottom of the first page of the form, you can ask to be reminded of the date for your next Police Check application. For the Hawthorn Parish, this will be required every 3 years. Click Continue to proceed.

Fill in your licence details here. If you do not have an Australian car or Firearms licence, leave all fields **blank**. Click Continue to proceed.

The next section should be pre-filled with the details you entered earlier. At the bottom of this page there is an option to disclose the result of your Police Check to a 3rd party. Although this step is optional, it will mean that the Parish will receive a copy of your Police Check as soon as it is completed. If you click on the Yes button, a panel will drop down to allow you to enter the Parish's details, which are below:

Organisation: Immaculate Conception Catholic Church Hawthorn

ABN: 40 154 259 871

Email: iccbusinessmgr@gmail.com

Authorisation to disclose Police Check result

Do you authorise InterCheck Australia to forward/ disclose the result of your Police Check to a 3rd party Employer/ Organisation, for the purpose of assessing your suitability? *

Yes No

Employer/Organization:*

Immaculate Conception Catholic Church Hawthorn

ABN:*

40 154 259 871

Email:*

iccbusinessmgr@gmail.com

The next page is the signature page, and you will need to tick two boxes at the bottom of the page to acknowledge that you have entered the details correctly, and that you will need to submit the identity documents for verification.

Once this is complete, the next page gives you two options:

1. To provide scans of the necessary documents electronically (see next page), or
2. To post certified copies of your identity documents to Intercheck. If you are posting your documents, follow the instructions on how to get your documents certified, and which documents you require.

Please POST your certified documents to:

InterCheck Australia
PO Box 213
Flinders Lane VIC 8009

Potential delays - 10 days +

Currently, we ask you all to submit any identity documents electronically, by uploading them within InterCheck's online application form, and refrain from sending your documents via post. Hard copy postage of identity documents is discouraged due to both health and safety reasons and to avoid the current delays in the postal services due to the coronavirus.

Note: If you post your Documents, they must be certified by a qualified witness.

[Click here](#) on how to get a document certified

[Click here](#) for required Identity Documents

I will post my Documents

Police Check (cont'd) - Electronic Submission of Documents

When you click in the box to tell Intercheck which type of document you will providing, a list of the acceptable documents will appear. Click on the document type you are providing.

Document 1 of 4 (Commencement document)

- Minimum of 1 document
- Please upload one document at a time

Full Australian birth certificate (not an extract or birth card) ▼

Category COMMENCEMENT OF IDENTITY DOCUMENT

- New Zealand passport
- Document for Travel to Australia (DFTTA)
- Australian citizenship certificate
- Document of identity issued by Foreign Affairs and Trade
- Certificate of identity issued by Foreign Affairs and Trade
- ImmiCard
- Australian Visa or Visa Entitlement Verification Online (VEVO)
- Current Australian passport
- Full Australian birth certificate (not an extract or birth card)**

After that, click on the Browse Your Document button, which will open a file window to find your document image. Select it and click the Open button. Then click the green "Click here to upload file" button to send the document.

Document 1 of 4 (Commencement document)

- Minimum of 1 document
- Please upload one document at a time

Full Australian birth certificate (not an extract or birth card) ▼

Browse Your Document ...

Birth Cert.jpg

Max 25MB of PDF or image (jpeg, jpg, png) file can be uploaded

[Click here to upload file](#)

You should then receive a message that the upload was successful,



And the status of the document will change to "Submitted"

Repeat for the remaining documents.

1.	 Size: 359 KB	Type: Full Australian birth certificate (not an extract or birth card) Status: Submitted
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The final step is to upload a photo of yourself. The web site asks for a recent photo, taken in the last hour. You may use your webcam to do this on a laptop, or your mobile phone or tablet camera if completing the form on that device.

The final step is click on the "Submit" button to finalise your application. If everything has worked, you should then receive a "Submission successful" message.