

Online Police Checks

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Version 1.0



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Document Control

Ownership

The Manager HR Systems and Procedures retains ownership of this document and all changes or modifications must be approved by this person.

Supporting Documentation

None

Revision History

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Authorised Release

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Name	Position
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1 Introduction

InterCheck has been engaged as our preferred provider for secure online Police Certificate applications. Police Certificates are part of the commitment of the Archdioceses towards maintain a safe and secure environment in our Agencies and Parishes. This Guide provides you with an overview of the process.

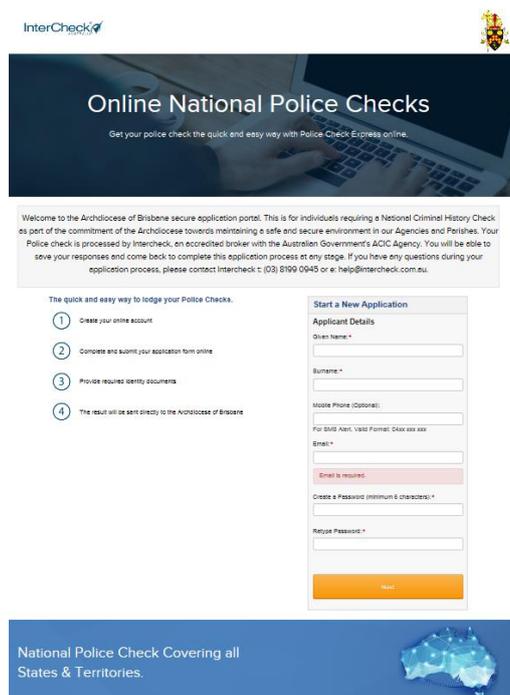
2 Commencing the Online Application Process

To complete your police certificate application online, you will have either been sent an email from InterCheck, or you will have been provided with a link to their website. Please ensure you only use these links to guarantee that your application is linked to the Archdiocesan account, which will ensure the cost of your application is paid for by the Archdiocese.

You can complete your application using your mobile phone, a tablet or a computer. You will have the option to upload electronic copies of your identification documents through this process, so you may like to consider the device you use to make the process easiest for you. For example, if you have scanned copies of your identification documents, you may like to use a computer or tablet. Or you may like to complete your application using the internet on your mobile phone so you can take photos of your identification documents.

The website you will be directed to will look like the sample below and will have the Archdiocesan crest in the top right corner.

PLEASE NOTE: In addition to your online Police Check application, you are also required to complete a Statutory Declaration as per Appendix A which must be returned to the People and Culture team (HR).





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To complete the process, follow the steps below:

1. Complete the 'Start a New Application' details on the website
2. You will receive another email from InterCheck to 'verify' your email.

Go to the email and click the 'CLICK TO VERIFY' button;

OR

Simply copy and paste the Verification Code from the email into the next screen on the InterCheck portal and click the NEXT button.

InterCheck - Email Verification

InterCheck Australia <no-reply@policecheckexpress.com.au>
If there are problems with how this message is displayed, click here to view it in a web browser.
Sent: Tue 23/10/2018 2:23 PM
To: Welldon, Christy

The screenshot shows an email from InterCheck Australia. The subject is 'Verify Your Email'. The body of the email addresses Terry TEST and explains that to continue with an online Criminal History Check, the user's email needs to be verified. A blue button labeled 'Click to Verify' is provided. An alternative instruction is given to copy a code and paste it into the application form. The code 'HAERB' is displayed. A note states that if the email was received in error, no further action is needed. Contact information for the InterCheck Australia Team is provided, including phone, email, and web. The footer includes the copyright notice '© 2015 InterCheck Australia'.

OR

The screenshot shows the InterCheck Australia website's verification step. The page title is 'National Police Check Online Application Form' and the sub-header is 'Verification'. The main content area contains instructions: 'InterCheck has sent you another email with a VERIFICATION Code. Please go to your email and "Verify" or simply copy and paste the code below.' There are links for 'You can change your contact details here' and 'To resend the verification code via email click here'. A text input field labeled 'Verification Code...' is present, followed by a green 'Next' button. The top navigation bar includes 'Home', 'Terry's Profile', and 'Logout'.



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- The next screen on the InterCheck portal will contain the Business/Employer Code. Do not change this code.

Click the NEXT WITH EMPLOYER CODE button.

InterCheck
Home Terry's Profile Logout

Employer Code
Get your police check in 3 steps

- 1 Complete and submit your online application form.
- 2 Provide Required Identity Documents.
- 3 Result will be sent directly to Catholic Archdiocese.

Business / Employer Code

SDMKAEPPHMMSHH

Next With Employer Code

- The next screen just confirms for you that you can save your form and complete it later and that you can complete the application on your computer, mobile phone or tablet.

Click the CONTINUE APPLICATION button.

InterCheck
Home Terry's Profile Logout

National Police Check Online Application Form
Step 4 of 6 : Your Details

Check Type Contact Details Payment Your Details Online ID Result

NEXT STEP

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.



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5. You are now required to enter your personal details into the Portal. Questions with red asterisks are mandatory and must be completed.

Once completed, click the CONTINUE button to move through the pages.

Screen shots of the pages are below.

The screenshot shows the 'Your Details' step of the National Police Check Online Application Form. The page header includes the InterCheck Australia logo and navigation links for Home, Terry's Profile, and Logout. A progress bar at the top indicates the current step is 'Your Details' among six steps: Check Type, Contact Details, Payment, Your Details, Online ID, and Result. The 'Legal Name(s)' section contains a note: 'Any section of the application form that does not apply to you is to be left blank. DO NOT type NA, None or Not Applicable.' Below this are three input fields: 'Given Name*' (containing 'Terry'), 'Middle Names (If Applicable)', and 'Surname*' (containing 'TEST'). A checkbox for 'I only have a single name' is present. A question 'Have you been known by any other names previous to the one listing above?*' has 'Yes' and 'No' radio buttons. The 'Birth Details' section includes 'Date of Birth*' with dropdowns for Day (0), Month (-Select-), and Year (0), and 'Gender*' with 'Male', 'Female', and 'Unknown' radio buttons. The 'Place of Birth' section has 'Country of Birth*' (dropdown with '-Please Select-'), 'Suburb/Town' (text input), and 'State/Territory' (text input). At the bottom are 'Save & Logout' and 'Continue' buttons.



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National Police Check Online Application Form
Step 4 of 6 : Your Details
Reference No: 244845

Check Type Contact Details Payment **Your Details** Online ID Result

Current Address

Please provide your current residential address over the last (5) years. If you have had more than 1 address within the last 5 years, please click "Add Additional Address" button. [i](#)

Street Number (Please include Unit Number If Applicable):*

Street Name:*

Suburb:*

Post Code:

State/Territory:

If Other:

Country:*

Address Start Date:
Month: Year*:

[Add Additional Address](#)

Contact Details

Please provide at least one phone number below, in case we need to contact you.

Home Phone: Work Phone: Mobile:

Set a reminder for new application

You can get an **email & Free SMS** reminder for your next application - Reminders are sent 14 days prior to your reminder date.

3 Months 6 Months 1 year 2 years 3 years

[Previous](#) [Save & Logout](#) [Continue](#)

NOTE: You are not required to 'set a reminder'. Reminders will be sent through the Parish or Employee Self Service.



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National Police Check Online Application Form
Step 4 of 6: Your Details
Reference No: 244845

Check Type Contact Details Payment **Your Details** Online ID Result

Other Details

If you do not have an Australian Drivers Licence or Firearms Licence, please leave these fields blank. DO NOT type NA, None or Not Applicable or choose the State Issue.

Australian Driver Licence (Optional)

Licence No:

State Issued/Issued By:

Firearms Licence (Optional)

Licence No:

State Issued/Issued By:

[Previous](#) [Save & Logout](#) [Continue](#)



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National Police Check Online Application Form
Step 4 of 6 : Your Details
Reference No: 244845

Check Type Contact Details Payment **Your Details** Online ID Result

Purpose of National Police History Check

Check Type: * Volunteer
Reason for police history check: *

Please provide the type of volunteer work that you will be undertaking. These checks are for unpaid work only. [i](#)
Acronyms or abbreviations will not be accepted. [i](#)

Volunteering in Parish

The reason for police history check will appear on the certificate

Will you be working, or will you have direct contact with Children/ Vulnerable Groups? * [i](#)

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

Purpose of your check
Volunteering in Parish - Unsupervised contact
Note: The purpose of your check will appear on your Police Check Result. Once your application is submitted to the police checking services, it cannot be amended.

Authorisation to disclose Police Check result

Do you authorise InterCheck Australia to send the police check result to Catholic Archdiocese, for the purpose of assessing your suitability for employment and/or position of trust*

Yes No

Employer/Organiz... Catholic Archdiocese
ABN: 25328758007
Email:

Terms & Conditions

Introduction
You, the individual customer requesting the police check agree that these terms and conditions are a binding legal agreement between yourself and InterCheck Australia. By submitting a request for a police check you agree that you have read and understood these terms and conditions, and you will be bound by, and will abide by, these terms and conditions.

It is agreed:
InterCheck Australia cannot release any criminal history information to individuals without first receiving the informed consent and required identity documents by that individual making the request.

2. Payment and charging
2.1 Basis for charging

The Customer agrees that:

I have read and agree with the Terms & Condition *

Previous Save & Logout Continue

NOTE: Please ensure you select YES to the question on Authorisation to disclose Police Check result. If you select NO your application will not be able to be processed.

- You will be provided with an overview of your answers for you to review along with statements on Consent which must be agreed to.

If you click NO your Police check will no be processed.



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Review

Please review and confirm your details below. If any of the details provided are incorrect, click Edit button to edit the relevant section.

Purpose of Check: Volunteer - Volunteering in Parish - Unsupervised Contact [Edit](#)

Primary Name: Terry, TEST [Edit](#)

Previous Names: Terry, SMITH (Maiden) [Edit](#)
Gender: Female [Edit](#)

Date of Birth: 23/5/1982 [Edit](#)

Place of Birth: Brisbane, Queensland, Australia [Edit](#)

Current Address: 123 Sesame Street, Brisbane, Queensland, 4000, Australia (0/6/2010) to Present [Edit](#)

Phone: Mobile: 0414 550 998 [Edit](#)

Licence: Driver: 123 456 789 QLD [Edit](#)

Disclose Authoriz...: Employer/Organization: Catholic Archdiocese [Edit](#)
ABN: 25328758007 [Edit](#)
Email: [Edit](#)

Consent

I Terry, TEST hereby

- acknowledge that I have read the General Information sheet and understand that Spent Convictions legislation (however described) in the Commonwealth and many States and Territories protects 'spent convictions' from disclosure;
- understand that the position/entitlement for which I am being considered may be in a category for which exclusions from Spent Convictions legislation apply;
- have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct;
- acknowledge that the provision of false or misleading information is a serious offence;
- acknowledge that the Accredited Agency named above is collecting information in this Form to provide to the ACIC Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies;
- consent to:
 - the ACIC Agency disclosing personal information about me to the Australian police agencies;
 - the Australian police agencies disclosing to the ACIC Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police agency concerned;
 - the ACIC Agency providing the information disclosed by the Australian police agencies to the Accredited Agency named above, in accordance with the laws of the Commonwealth; and
 - where applicable, the Accredited Agency named above disclosing to the employer/organisation named above personal information about me to assess my suitability in relation to my employment/entitlement; and
- acknowledge that any information provided by me on this Form relates specifically to the purpose identified above;
- acknowledge that any information provided by the Australian police agencies or the ACIC Agency, relates specifically to the purpose identified above;
- acknowledge that any personal information sent, by mail or electronically, in relation to your form, including this form and any identity documents, is sent at your own risk and are aware of the consequences of these methods of lodgement;
- acknowledge that personal information that I provide in this Form may be disclosed to the Accredited Agency named above (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes; and
- acknowledge that it is usual practice for an applicant's personal information to be disclosed to Australian police agencies for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

Note: The information you provide on this Form, will be used only for the purpose stated above unless statutory obligations require otherwise.

By checking this box, I Terry TEST, acknowledge that I am providing a legally binding digital signature and I agree to be bound by the terms above. *

I understand that I need to provide required documents to finalise my application *

[Previous](#) [Save & Logout](#) [Confirm](#)

Digital Consent

Do you agree and acknowledge that:

- You are the applicant named in this application.
- You are providing a legally binding digital signature; and
- You consent to the terms set out in the consent form

[YES](#) [NO](#)



7. You are now required to confirm how you will provide copies of your identification documents. You can choose to upload copies online, or to post certified copies of your identification.

You must be able to provide correct identification documents as per the required categories (See Appendix B).

If you can not provide identification documents as per the required categories please contact the friendly InterCheck team who will assist you through the process and will look to see if alternative options are available.

Once you have uploaded your documents, click the SUBMIT button to finalise the process.

National Police Check Online Application Form
Step 5 of 6 : Online ID
Reference No: 244845

Check Type Contact Details Payment Your Details **Online ID** Result

Online ID
Provide your Identity Documents via our secure upload tool

[Start here](#)

Post Certified ID
Send your certified Identity Documents via post

[Start here](#)

Proof of Identity
You must provide four Identity Documents

- one commencement document to confirm your birth in Australia or arrival in Australia
- one primary and two secondary documents to show the use of your identity in the community

[Download ID Documents List](#)

Step 1: Online ID

Select one Identity Document to upload at a time *At least one Commencement of Identity Document*
At least one Primary Use in the Community Document *At least two Secondary Use in the Community Documents*
At least one Identity Document must include your photo

Australian birth certificate

[Browse Your Document ...](#)

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

[Click here to upload file](#)

Step 2: Current Photograph of yourself

- Your photograph must be of yourself only and taken in the last hour (current)
- Do not wear sunglasses or a hat / helmet.

[Browse Your Selfie Photo ...](#)

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

[Upload File](#)

Before submitting your application

You must provide:

- A current photograph of yourself
- Your 4 Identity documents (Clear copies)

[Submit application](#)



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8. Your application process is now finished. InterCheck will review your answers and your identification documents and will be in contact with you if they have any question.

Your Police Certificate will be provided to the Archdiocesan People and Culture team who will update your record in Aurion accordingly.

Please email the People and Culture team (hroffice@bne.catholic.net.au) if you require a copy of your Police Certificate and they will post it to your home address (For security purposes, we are unable to email police certificates to you).



APPENDIX A – STATUTORY DECLARATION

Commonwealth of Australia Statutory Declaration

Statutory Declarations Act 1959

I,
Full name of person making the declaration and his/her occupation

Of,
Residential Address

Make the following declaration under the Statutory Declarations Act of 1959:

I declare that (tick relevant box):

- Since turning 16 years of age, I have been a citizen or permanent resident of a country/countries other than Australia.
- Since turning 16 years of age, I have never been a citizen or permanent resident of a country/countries other than Australia

I declare that I have never been convicted of murder or sexual assault; or convicted of any other form of assault; or of a criminal offence in either Australia or overseas.

I declare that I have never been sentenced to a term of imprisonment; been fined; had a penalty imposed upon myself; or been otherwise punished or dealt with for the commission of a criminal offence in a Court in Australia or overseas. This declaration does not apply to fines relating to parking and speeding offences.

I understand that a person who intentionally makes a false statement in a statutory declaration is guilty of an offence under section 11 of the Statutory Declaration Act 1959, and I believe that the statements in this declaration are true in every particular.

Signature of Declarant:

Declared at:
Place

Day: Month: Year:

Before me,
Signature of person whom the declaration is being made before

Full Name:

Position/title:

Qualifications:

Address:

Note 1: A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years - see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 - see section 5A of the Statutory Declarations Act 1959.



APPENDIX B – IDENTIFICATION DOCUMENTS

Applicants will need to upload identification against the following categories:

- **One commencement of identity document**
- **One primary use in the community document**
- **Two secondary use in the community documents**

COMMENCEMENT OF IDENTITY DOCUMENT

ONE of the following documents will be accepted:

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

PRIMARY USE IN THE COMMUNITY DOCUMENT

ONE of the following documents will be accepted:

- 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
- **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- current **passport issued by a country other than Australia** with a valid entry stamp or visa
- 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
- current **shooters or firearms licence** showing a signature and photo (not minor or junior permit or licence)
- 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 USE IN THE COMMUNITY DOCUMENT

TWO of the following documents will need to be provided:

- **Medicare card**
- **bank card** (must be from separate financial institutions if providing more than one)
- **credit card** (must be from separate financial institutions if providing more than one)
- **credit reference check**
- **photo identity card** issued by the Australian Government or a state or territory government
- **evidence of right to an Australian government benefit** (Centrelink or Veterans' Affairs)
- **enrolment with the Australian Electoral Commission**
- **Australian tertiary student photo identity document**
- certified **academic transcript** from an Australian university
- **Australian secondary student photo identity document**
- **Aviation Security Identification Card**



- **Maritime Security Identification card**
- **photo identity card** issued to an officer by a police force
- **photo identity card** issued by the Australian Defence Force
- **security guard or crowd control photo licence**
- **foreign government issued documents** (for example, drivers licence)
- **certificate of identity** issued by Foreign Affairs and Trade
- **document of identity** issued by Foreign Affairs and Trade
- **convention travel document secondary** (United Nations) issued by Foreign Affairs and Trade
- **consular photo identity card** issued by Foreign Affairs and Trade
- **trusted referees report**