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## BULLETIN

< 20th October 20010 >

**ID:** B10006  
**TO:** Club Presidents, Secretaries, Junior Chairs, Junior Secretaries, YDC Delegates  
**FROM:** Elaine Farmer, General Manager ([elainef@surfrescue.com.au](mailto:elainef@surfrescue.com.au))

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### National Police Certificate Process and Application Form

SAPOL informed SLSSA on the 9<sup>th</sup> November 2009 that the national criminal history record check (NCHRC) process had been updated. As a result, several policy and procedural changes were made to the National Police Certificate (NPC) PD267 application form and process:

- The new PD267 online form has been rebadged as a National Criminal Record Check Application Form and redesigned to meet scanner Optical Character Recognition (OCR) requirements.
- Applicants will be encouraged to complete an online form rather than hardcopy form, and then attend a police station with the completed form and 100 Point ID.
- Applicants unable to complete the online form can attend a police station or contact the SAPOL Record Release Unit on 08 8204 2455 to request a printed form.
- Applicants will be required to present original 100 Point Identification and a photocopy of these documents for certification and lodgement with the PD267.
- Once SAPOL has signed off on your form it should be handed to your Club President (or the SLSSA General Manager) to have the VOAN authorisation. The President (or General Manager) will then post the form to the Records Release Unit, South Australia Police, GPO Box 1539 ADELAIDE SA 5001
- Certificates will only be released to the applicant. There will no longer be an option for the applicant to nominate the volunteer organisation (or other third party) to receive the certificate on their behalf.
- This new system will give applicants the opportunity to review the information and also provide greater levels of protection of the individual's privacy.
- The current certificate has a range of security features embedded within the paper to minimise the possibility of fraudulent certificates being produced. A new certificate with additional security features will be introduced with NSS.
- The new online downloadable PD267 can be accessed on the [SAPOL website](http://www.police.sa.gov.au) at [www.police.sa.gov.au](http://www.police.sa.gov.au) or on the SLSSA website [www.surfrescue.com.au](http://www.surfrescue.com.au) under administration forms.
- [Further information](#) and [FAQ's](#) regarding the NPC process are also available on the SAPOL website.

**Incorrect forms presented at police stations or received by the SAPOL Records Release Unit from will be returned to the applicant.**



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The current process for SLSSA members is:

1. You complete page 1 of the National Police Clearance form on line.
2. You then print out the two page NPC document and take it to your local Police Station with your 100 point identification. Once authorised you pass it to your Club President (or the SLSSA General Manager) who will then complete the VOAN authorisation and send it on to the Records Release Unit.

Records Release Unit  
South Australia Police  
GPO Box 1539  
ADELAIDE SA 5001

3. You can no longer have the certificates sent direct to SLSSA but so that individuals do not have to bring their certificates to SLSSA for verification of authenticity it has been agreed with SAPOL that Club Registered Signatories (ie Club Presidents) are able to compile a list of all **original** certificates that they sign **by member name along with the date of issue.** This list can then be sent to SLSSA on a regular basis so that the information can be transferred onto SurfGuard.
4. Club Presidents must make very sure that they are sighting an original as the data they submit to us will be retained so that we can provide SAPOL with names if they need to track back with any issues.
5. Club Presidents **MUST** make sure that they **only sign forms for registered members** because if SAPOL does a spot check with SLSSA against current membership then the offending Club may no longer be able to access this service free of charge.

**As was the case in the past, the onus is very heavily upon Club Presidents to ensure that they do the right thing as too many misdemeanours may result in us losing our VOAN status and therefore our status to receive free Police checks.**

***NOTE TO CLUB PRESIDENTS: If you see anything on a Certificate that gives you cause for concern, then you MUST contact the General Manager immediately.***

If you need further clarification on any part of this bulletin, please do not hesitate to contact either the writer (Elaine Farmer) at [elainf@surfrescue.com.au](mailto:elainf@surfrescue.com.au) Shane Daw on [shaned@surfrescue.com.au](mailto:shaned@surfrescue.com.au) or Steve Cornish on [stevec@surfrescue.com.au](mailto:stevec@surfrescue.com.au)

Please feel free to cut and paste this information for insertion into your Club newsletter.