



MARY MOTHER OF THE CHURCH CATHOLIC PARISH IVANHOE

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Inclusiveness

Hospitality

Service

Mission

INFORMATION
SHEET

APPLYING FOR A POLICE RECORDS CHECK

HOW TO APPLY FOR YOUR POLICE RECORDS CHECK

- On your internet browser go to:
- <http://www.police.vic.gov.au>
- Scroll down page - click on '[Request a Police Record Check](#)'
- Scroll down page - click on '[Apply for a National Police Record Check](#)'
- To download application form - click on '[Application for National Police Record Check](#)'
- Fill out downloaded application.
- What you are applying for is: [Police Records Check \(Name only\)](#)
- You are applying as a [Volunteer for an authorised organisation](#)
- Once you have filled out your details, print form and bring it to the Parish Office so that we can fill in the Parish details and certify your volunteer status and identity documents. The Parish will post your application and pay the fee.

If you need assistance with the above or do not have internet access, please make a time with the Parish Office so that we can help you complete the form online. You will need to bring 100 points of identification with you.

- Office use only:
- Our Parish CVF No is: **17/3045**