

Applying for a police record check via Golf SA March 2015



Police checks for volunteers who work with vulnerable groups such as children, the aged or people with a disability are provided free of charge by South Australia Police to organisations who have a [Volunteer Organisation Authorisation Number](#).
(Golf SA is an organisation with a VOAN)

Clubs are asked to submit on behalf of a Club Member.

How to apply for a police check

Step 1: Complete an application form and print it out

[Download application form](#)

Step 2: Check your proof of identity

[Check that you have 100 points of original identification](#)

Step 3: Get your application processed

Take your application to your local police station or a Justice of the Peace (JP).

Take your:

- completed application form
- 100 points of original identification
- photocopies of 100 points of identification, for certification.

Ask a police officer or JP to:

- witness your signature on your application form
- certify your 100 points of identification
- complete the authorisation section on your application form.

Step 4: Pay the application fee

As a member of Golf SA, no fees are applicable to you, but to complete the process you **MUST** send the Completed National Police Check Application Form and copies of your completed and signed 100 point check documents to Golf SA.

An accompanying letter from a Club Official to confirm the purpose of the check is also required.

Post to:

Golf SA

PO Box 423

North Adelaide SA 5006

Golf SA will complete the VOLUNTEER AUTHORITY (VOAN) section on the application and send the completed application and documents direct to The Records Release Unit.

Your application will be processed within 10 working days from when it is received by the South Australia Police Records Release Unit.

When you receive the approved National Police Certificate, you are required to send a copy to Golf SA for our records.