



## Fact sheet

### **NATIONAL POLICE CHECK / CRIMCHECK – Clergy and Lay Ministers**

If you are applying for a clearance for ministry, you are required to apply for a police check.

If you have obtained a National Police Check in the previous 3 years, you do not need to obtain another and should provide details of that Check.

#### What you will need to do to obtain the Police Check:

##### 1. Complete the application form for the Police Check

- The Registry will email you with a link to the Diocesan CrimCheck account. For lay ministers, the link can be found on the parish portal in the Guidelines for Clearances for Lay Ministry.
- Fill out all the details electronically and submit online.

##### 2. Provide identification

- Once you submit the information, CrimCheck will email you to say they have received your application and ask you to provide 4 items of identification to the Kooyoora CrimCheck Administrator. Passport, drivers licence, Medicare card and credit card are the most commonly used.
- You can provide identification by either emailing a copy of the documents to [admin@kooyoora.org.au](mailto:admin@kooyoora.org.au) or posting them to PO Box 329 Canterbury Vic 3126.
- The Kooyoora CrimCheck Administrator will then lodge your application.

##### 3. Receive your CrimCheck

- CrimCheck will make available your CrimCheck result to you and both the Kooyoora and Diocesan CrimCheck Administrators.

#### Enquiries:

<b>Marcella Meagher</b>	<b>Karen Billings</b>
Administrative Officer	Administrative Officer
Kooyoora Office of Professional Standards	Anglican Diocese of Melbourne
(03) 9416 1008	(03) 9653 4220
<a href="mailto:admin@kooyoora.org.au">admin@kooyoora.org.au</a>	<a href="mailto:clearances@melbourneanglican.org.au">clearances@melbourneanglican.org.au</a>