



Gymnastics
South Australia

- Gymnastics South Australia – CURRENT POLICE FORM PROCEDURE

(as at 2nd November 2009)

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APPLICATION

This procedure applies to all employees of Gymnastics SA, State Team Officials coaches, Judges and Chaperones).

It is expected that

OVERVIEW

A National Police Certificate (NPC), often referred to as a 'police check', provides a national summary of an individual's offender history. It is generally requested by organisations as one part of their process to ensure the integrity of their staff or volunteers.

PROCEDURE

- Complete National Police Certificate Application Form on line.
- Take to local police station along with your ID and then Police will approve and issue their stamp.
- Once form has been approved by Police return to GSA and they will check and authorise with their designated VOAN number and forward to SAPOL for processing.
- When SAPOL has processed the police check it will be returned directly to the applicant.
- Gymnastics SA will then need a copy of the police check certificate sent to Gymnastics SA attention Stephanie Popplestone PO Box 183 Parkholme SA 5043.

- Any questions please call Stephanie Popplestone on 08 8294 8288.

The new online downloadable PD267 form is accessible on www.police.sa.gov.au

FURTHER ASSISTANCE

How do I meet the 100 Point Identification Proof of Identity requirements?

NPC applicants must meet the 100 Point ID requirement by providing the following documentation (refer to 'Proof of Identity' section on NPC application form for accepted ID and point values):

- At least one original ID document from Category A
- Remainder of ID may be sourced from Category A or B to reach a minimum total of 100 points
- All documents must be current (where applicable)
- All documents must carry a signature and/or photograph that can be matched to the applicant
- Applicants under 16 years old must provide two forms of ID including at least one Category A document. The parent/guardian must produce one form of Category A identification.
- Applicants are to provide ID in one name. If ID is provided in two different names proof of name change is required (i.e. Marriage Certificate, Deed Poll)
- Applicants must provide original ID documents + a photocopy of these documents for certification at a police station.

Which identification documents are not accepted?

- Passport that is cancelled or expired more than 2 years ago
- Birth Certificate Extract
- Document i.e. utility bill with PO Box address as current address
- ID in two different names without proof of name change documentation
- Application forms with incorrect or insufficient ID attached will be returned to the applicant
- Only one bank card/statement per financial institution can be provided (limit of two institutions)

What will show on my NPC?

Information displayed on a NPC includes the following:

Person Information Offender History Information Other Information

- Name
- Charge(s)
- Pending Matters
- Alias/Previous Names
- Outstanding Warrants
- Date of Birth
- Current Address
- Court outcome of the matters heard including Court name, hearing date, any penalty or sentence imposed

Information that *may* be considered for release on an NPC includes the following:

- Specific departmental records
- Paedophile restraining orders
- Other restraining orders
- Diversions
- Cautions
- Expiable matters

How can I obtain further information?

Contact the Records Release Unit:

Email: SAPOL.records@police.sa.gov.au

Telephone: (08) 8204 2455

Facsimile: (08) 8204 2307

Postal Address: Records Release Unit, SA Police, GPO Box 1539, Adelaide SA 5001

Website: www.police.sa.gov.au