



VICTORIA POLICE

Application Form for the Volunteer Fee for National Police Records Checks

This application form is for organisations with volunteers/students who meet the criteria for having police records checks conducted at the volunteer rate. Before completing the form, please refer to: "Procedure for Organisations Conducting National Police Records Checks". NB Don't send consent forms for volunteers requesting the reduced rate until advised in writing that authorisation has been provided. When authorised, consent forms must be sent by mail, not faxed.

ORGANISATION DETAILS:

Name of Organisation/ Tertiary Institution:.....

Address:.....

.....Postcode:

Telephone:..... Fax:.....

Person to declare volunteer/student status on "Consent to Check and Release National Police Record" forms:

Printed Name:..... Signature:..... Date:.....

Position:..... Phone:..... Fax:.....

PLEASE NOTE:

- If a new person is to start as signatory: please advise the Manager, Public Enquiry Service in writing.*
- If your organisation has a number of centres/locations: a representative of the head office location may choose to apply on behalf of the whole organisation. However, in such cases, please tick **one** of the following options:*

Option 1:

The person/s named on this application as a signatory at the head office of my organisation will be responsible for signing the "Declaration of Volunteer/Student Status" on the reverse of all consent forms for students/volunteers from all locations when entitlement to the reduced fee is requested. **Please tick if this option is acceptable**

Option 2:

I will attach to this application the names, positions, locations and specimen signatures (dated), of **all** the people who will be declaring volunteer/student status at various locations of the organisation. The contact person named below will advise the Manager, Public Enquiry Service, of staff changes that require amendments to this listing.

Please tick if this option is preferred

PLEASE COMPLETE:

1. Will your organisation's volunteers receive any form of payment for the services that they perform for the organisation? (excepting reimbursement of direct expenses eg. petrol expenses which will not disqualify the individual from the reduced charge.) Yes No

2. Will your organisation's volunteers be undertaking work that primarily involves personal contact with children, people who are elderly or disabled, or potentially vulnerable in some other way? Yes No

Description of client group with whom volunteers will work:

[If it will assist your application, please provide additional details regarding the above two questions.]

3. Organisation's Contact Person for Correspondence (if different to the signatory indicated above):

Printed Name:..... Signature:..... Date:.....

Position:..... Phone:..... Fax:.....

Please return the completed form (with attachments where appropriate) **by mail** to: **Attention:-**
The Manager, Public Enquiry Service, Victoria Police, PO Box 418, Melbourne Vic 8005 Lynette Sharpe

Victoria Police Office Use Only:	Date Application Form Received:	
	Authorised by:	Date:
	Allocated CVF number:	Date: