We use CrimCheck's online services for providing criminal history checks on volunteers, clergy and employees.

This is an online process that can be accessed by going to: www.crimcheck.org.au/check/bendigoanglican

As part of the process you will be required to supply four identity documents. A list of the permissible documents are listed below. You will be required to confirm your ID by sending clear images (this can be as simple as taking a picture on your smartphone or tablet).

The steps you need to take are:
1. Ensure you have your identity documents ready to upload on the device you're using. (for a list of what is required see the next page)

2. Go to www.crimcheck.org.au/check/bendigoanglican

3. If you give consent and authorisation to disclose - click the **yes** icon

4. Fill in the fields for the type of check:

Type	
Paid staff member	• Clergy • PTO clergy • Paid parish employees • Paid lay licensed ministry roles
Volunteer/Student	• Lay volunteers
Reason for conducting the check	
Clergy or Lay Person in a Church and entering homes with Unsupervised contact with Vulnerable Groups	• Clergy • Lay volunteers undertaking roles 'in the church' eg. Worship leader, children's ministry, liturgical assistance • Lay home visitors • Lay roles with children
Supporting Church Operations and Entering Homes with Unsupervised Contact with Vulnerable Groups	• Lay volunteers in roles 'outside the church' eg. parish administration, catering

5. Fill in your personal information ensuring you select to **submit your identity documents online**. If you have all your identity documents ready you can upload them whilst you are in the portal. If you are unable to upload your identity documents to the portal, you can scan and email them to clearances@bendigoanglican.org.au.

6. Once you have submitted your information you will receive an automatic email from Anglican Diocese of Bendigo with full details of your check (please check that the information you have entered is correct – once the results come back we cannot edit any incorrect information or issue refunds)

7. Once we review your ID we will lodge your check

8. You will receive a copy of your National Police Check via email

For questions: email clearances@bendigoanglican.org.au

National Police Check - ID Requirements

You must supply **four** identity documents:
1. One from the Commencement of Identity document list
2. One from the Primary use in the Community list
3. Two from the Secondary use in the Community list.

Your name on each document must match the name in your applications. For example, women cannot submit a birth certificate with their maiden name, then a driver's licence with their married name.

If you cannot meet the identity requirements, please contact the Anglican Diocese of Bendigo

Commencement of identity documents:
You must supply **one** document from this category:

a) full Australian birth certificate (not an extract or birth card)
b) current Australian passport (not expired)
c) Australian visa current at time of entry to Australia as a resident or tourist
d) ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enroll in services
e) certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
f) document of identity issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
g) certificate of evidence of resident status.

Primary use in the community documents:
You must supply **one** document from this category:

a) current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
b) Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted)
c) current passport issued by a country other than Australia with a valid entry stamp or visa
d) current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
e) current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
f) for persons under 18 years of age with no other Primary Use in Community Documents, a current student identification card with a signature or photo.

Secondary use in the community documents:
You must supply **two** documents from this category:

(a) certificate of identity issued by DFAT
(b) document of identity issued by DFAT
(c) convention travel document secondary (United Nations) issued by DFAT
(d) foreign government issued documents (for example, drivers licence)
(e) Medicare card
(f) enrolment with the Australian Electoral Commission
(g) security guard or crowd control photo licence
(h) evidence of right to an Australian government benefit (Centrelink or Veterans Affairs)
(i) consular photo identity card issued by DFAT
(j) photo identity card issued to an officer by a police force
(k) photo identity card issued by the Australian Defence Force
(l) photo identity card issued by the Australian Government or a state or territory government
(m) Aviation Security Identification Card
(n) Maritime Security Identification card
(o) credit reference check
(p) Australian tertiary student photo identity document
(q) Australian secondary student photo identity document
(r) certified academic transcript from an Australian university
(s) trusted referees report
(t) bank card
(u) credit card