



Western Australia Police Force Volunteer National Police Certificate Guide

This guide will demonstrate how to submit an application for Volunteer National Police Certificate (VNPC) with the WA Police Force.

COMPLETING THE APPLICATION

Step 1 – Consent Form and Identification Requirements

You are required to complete this consent form and provide proof of ID.

The Safeguarding Program Office will check the consent form and process with WA Police.

A copy of VNPC will be sent back to you for your record.

You must supply a minimum of **one primary identification document AND one secondary identification document**, either of which contains a photograph.

Alternatively, **three secondary documents can be accepted**, providing that one document contains a photograph. Examples of primary and secondary identification documents are provided on the following page.

Step 2 – Send Completed Form and Identification Requirements to

safeguarding@perthcatholic.org.au or mail to Safeguarding Program Office - 29 Victoria Square, Perth, WA 6000

Acceptable Identification

| PRIMARY ID DOCUMENTS |
|--|
| Full Australian Birth Certificate |
| Australian Citizenship Certificate |
| Australian Passport (current or expired within the last 2 years) |
| International Passport (current only) |
| Certificate of Registration by Descent |

| SECONDARY ID DOCUMENTS |
|--|
| Australian Photo Drivers Licence |
| Australian Photo Firearms Licence |
| WA Photo Card |
| State or Federal Government Employee Photo ID |
| Centrelink or Social Security Card |
| Dept. of Veteran's Affairs Card |
| Tertiary Education Institution Photo ID |
| Australian Learner's Permit |
| ImmiCard |
| Working with Children Card |
| Medicare Card |
| Dangerous Goods Security Card |
| Maritime Security Identification Card |
| Consular Photo Identity Card |
| Property lease or rental agreement |
| Council or shire rates notice |
| Property insurance papers |
| Utility bill (power/phone/mobile/water/gas) |
| Motor vehicle registration or insurance |
| Professional or trade association card |
| Debit or credit card |
| Health Care Card |
| Passbook or statement from financial institution |

PLEASE RETURN THIS FORM AND A COPY OF YOUR PRIMARY AND SECONDARY ID TO:

safeguarding@perthcatholic.org.au

or mail to

Safeguarding Program Office
29 Victoria Square, Perth, WA 6000



VOLUNTEER NATIONAL POLICE CERTIFICATE CONSENT FORM

SECTION A: Applicant Details

Surname/Primary name

Given
name/s

Gender

Date of birth

Contact number

Residential address

Postal address *(if different from residential)*

Previous address *(Australian address resided within the last 5 years)*

Previous/Alias/Maiden Names (if any)

Surname/Primary name

Given name/s

Place of birth

Suburb/Town

State

Country

SECTION B: Details of Volunteer Work

WA

State in which volunteering activity will take place *(which state will you be completing your role – ie WA, NSW)*

PRIEST

Position/Title *(name of the role or type of work you will be undertaking)*

CATHOLIC ARCHDIOCESE OF PERTH

Place of volunteer work proposed *(name of volunteer agency)*

PERTH

Location/Town *(that you will be volunteering in)*

SECTION C: Consent and Indemnity

I certify that I am the applicant named in this form and all details herein provided by me are true and correct. I consent to a check of the records of all Australian Police Jurisdictions and to the acknowledgment of the existence of any court outcomes and/or pending charges being provided to the volunteer organisation as named in this document via a Volunteer National Police Certificate (VNPC) issued in my name.

In consideration of the WA Police releasing an acknowledgement of any court outcomes, pending charges and other relevant matters under this application, I hereby indemnify the state of WA, its servants and agents including all members of WA Police against all actions, suits, proceedings, causes of actions, cost, claims and demands whatsoever which may be brought or made against it or them by anybody or person by reason of or arising out of the reason of any details of any court outcomes and other information recorded against my name purporting to either relate to or concern me.

Volunteer Signature

Date

SECTION D: Volunteer Agency Verification

I confirm that I have viewed the applicant's ID documents as per the guidelines and verified that the details contained within this form match the ID. I confirm that I am authorised by my volunteer organisation to submit volunteer checks on the applicant's behalf and that I will enter only the details contained on this form into the VNPC online application.

CATHOLIC ARCHDIOCESE OF PERTH

01688

Volunteer Agency

Agency Code

Volunteer Agency Representative Signature

Date

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AND SECONDARY ID TO:**

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