

Free Police Checks for Volunteers



Government of South Australia
Department for Communities
and Social Inclusion

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Volunteer organisations routinely use background checks to screen potential volunteers for suitability in volunteer roles, particularly those who work with 'vulnerable' groups such as children, the aged and frail, or people with a disability.

The South Australian Government meets the cost of police checks (National Police Certificates) for volunteers who work with these vulnerable groups.

Is my organisation eligible to receive free police checks for volunteers?

Police checks are free for organisations that meet all of the following criteria:

- whose services require volunteers to have regular contact with vulnerable people and/or access to personal records relating to vulnerable people (children, elderly, or people with a disability).
- whose services provide a charity or community service
- who are incorporated and non-government
- who are not members, affiliated clubs or an association of a larger organisation.

Please note: if your organisation is a member, affiliated club or an association of a larger organisation then you will need to use the parent body's VOAN as you will not be eligible to receive a number of your own.

You will need to ensure your organisation has a nominated person to undertake VOAN associated duties and that this officer is registered with SA Police. This protects against unauthorised use of the VOAN.

How do I apply for a Volunteer Organisation Authorisation Number?

If your organisation meets the eligibility criteria, you can apply for a Volunteer Organisation Authorisation Number (VOAN) from the South Australia Police (SA Police). This VOAN is used to identify organisations that have been approved to receive free police checks.

To obtain a VOAN, organisations must:

1. Complete a VOAN application form RF2018, which can be downloaded from the SA Police [website](#) or by emailing SAPOL.records@police.sa.gov.au.
2. Mail the completed application to Information Services Branch, SA Police, GPO Box 1539, Adelaide, 5001.
3. SA Police will process the application and advise your organisation of the outcome in writing.

If successful, SA Police will provide a VOAN in writing; the VOAN is a secure number and must remain secure within the organisation. If the application is unsuccessful, SA Police will request you to provide more information and to resubmit the application.

Using your VOAN to receive free volunteer police checks

To obtain a police check, individual volunteers must:

1. Complete a Police Check Application form PD267, which can be downloaded from the SA Police website <http://www.police.sa.gov.au/sapol/home.jsp>.
2. Certify 100 Points of Identification at a local Police Station or with a Justice of the Peace, and attach a copy of these documents to the application form (see the Police Check Application form for a list of accepted forms of identification).
3. Return the completed application to your volunteer organisation to confirm that you will be interacting with vulnerable groups.
4. Obtain endorsement by a VOAN Authorised Officer, who completes the 'Volunteer Authority' section by entering the organisation's VOAN details and providing an original signature.

Note: SA Police require original signatures of authorised VOAN representatives at all times. National Police Certificate application forms received with photocopied VOAN signatures or incomplete 'Voluntary Authority' sections will be returned unprocessed.

5. The organisation then forwards the Police Check Application to SA Police by mail and a National Police Check is undertaken by SA Police.
6. If successful, a National Police Certificate is issued to the applicant, who can then use the document as required.