



Scouts Australia
Victorian Branch
152 Forster Road
Mt Waverley Vic 3149
A.B.N. 39 662 387 026

Postal Address
PO Box 774
Mt Waverley Vic 3149
Phone: 03 8543 9800
Fax: 03 8543 9899
Internet: www.vicscouts.asn.au
email: reception@vicscouts.asn.au

CONSENT TO CHECK AND RELEASE NATIONAL POLICE RECORD

THE NEW VICTORIA POLICE APPLICATION FORM & INSTRUCTIONS ON OUR MODIFIED FORWARDING PROCESS AS SCOUTS AUSTRALIA VICTORIAN BRANCH :

When completing your application form please ensure that you follow our instructions, some of which are different to those on the Police form.

- Use **BLACK INK** and print within the boxes in **BLOCK LETTERS** e.g.

S	M	I	T	H
---	---	---	---	---
- Place one character per box. Leave a space between each word.
- Place a cross within the appropriate box when selecting an option.

X

- **Sections A & B** to be fully completed and your daytime contact phone number or mobile number must be included on the application in section B, should any clarification be required.
- **Section C** – YOU ARE ONLY REQUIRED TO FILL IN YOUR RESIDENTIAL ADDRESS AND PREVIOUS ADDRESS IF ANY -
“**DO NOT FILL IN YOUR POSTAL ADDRESS**” as Scouts Australia, Victorian Branch will be receiving the National Police Certificates directly and have already filled in **OUR POSTAL ADDRESS**.
- **Section F & G** – should to be fully completed and signed by the applicant and witnessed and dated by the **SAME PERSON CERTIFYING THE PROOF OF IDENTITY DOCUMENTS on pages 7 & 8.**
Section H (is optional & only if it applies to you)
- Do not alter or delete the wording on this form in any way.
- Sign and date the application in the presence of the same person certifying the proof of identity documents (see instructions in section F, Page 3), pages 7 & 8.
- Attach your identification documents that have been certified by a person listed in section F, page 3 of these instructions. The certifier **must** witness your signature in section F, page 7 of the application form.

When lodging the application, please forward it through your Group Leader and District Commissioner to your local Service Centre. DO NOT FORWARD YOUR APPLICATION DIRECTLY TO VICTORIA POLICE.

The money sent to the Scout Service Centre is the appropriate pro-rata registration fee.