



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

X
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- **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.**