

To process a Police Clearance Certificate,

## Documents and details required.

The verifying Officer needs following from the applicant.

- Documents to do a 100 point identity check.
  - Go to [100 Point Identity check website](#)<sup>i</sup> for details.
- Personal details.
  - First name.
  - Last name.
  - Date of birth.
  - Email address.

## Online Application.

- With these details and ID checks verified, the application can start online at [DCSI New Application Login](#)<sup>ii</sup>.
  - Once the application has been submitted, the applicant will receive an email informing them how to complete the application online.
  - Refer to document titled [How to start a screening application](#)<sup>iii</sup>.

## Processing time.

- The Screening Unit processes most applications within three weeks but it is recommended that we allow up to six weeks for the screening to be completed.
- When submitting an application, it's important that all information is correct and relevant, such as all names, nicknames and previous addresses, to help the process run smoothly. Incorrect or incomplete information can slow the process down, as the Screening Unit may need to return the application to the volunteer and ask them to correct and resubmit it.

## Screening Application Status.

- Refer to document titled [Online Search for Screening Application Status](#)<sup>iv</sup> how to check on applications.

Office use only: -		
Form: Police Clearance Certificate Process.		
Composed _____	Feb 2019.	Review due _____
		Feb 2020
Reviewed _____		
By: _____	R. Smith	By: _____
		By: _____

<sup>i</sup> <https://screening.sa.gov.au/apply/applicant-prepares-to-complete-application>

<sup>ii</sup> <https://www.dcsiscreening.sa.gov.au/SCUserHome>

<sup>iii</sup> [https://screening.sa.gov.au/\\_\\_\\_data/assets/pdf\\_file/0015/60900/How-to-start-a-screening-application.pdf](https://screening.sa.gov.au/___data/assets/pdf_file/0015/60900/How-to-start-a-screening-application.pdf)

<sup>iv</sup> [https://screening.dhs.sa.gov.au/\\_\\_\\_data/assets/pdf\\_file/0018/61425/Online-Search-for-Screening-Application-Status.pdf](https://screening.dhs.sa.gov.au/___data/assets/pdf_file/0018/61425/Online-Search-for-Screening-Application-Status.pdf).