Introduction
The South Australian schooling sectors require students working with young people (under the age of 18 years) as part of their studies to clear a criminal history check before they are placed in a school or community organisation. Details of the process for obtaining a criminal history check follow:

Process for obtaining a criminal history check
The process for obtaining a criminal history check is managed by the Department for Families and Communities’ (DFC) Screening and Licensing Branch.

STEP 1
Open the DFC website:
Under the heading “In this Section” (located on the right-hand side of screen), open Lodgment at Australia Post.

Open and read the following documents:

- Informed Consent Form Guidelines (alternative)
- Australia Post Informed Consent Form (alternative to be completed by applicant)

STEP 2
To assist with this process, the answers to specific questions have been outlined below:

COMPLETE PAGES 1-3

SECTION C – 100 Point Identification Check
Take your completed form and sufficient relevant original identification to satisfy the 100 point identification check (refer to Informed Consent Form) to the Student Building,
Level 3 – Careers & Employer Liaison Centre, where either a Widening Participation Project Officer OR administrative staff will verify your identification as per Section C of the form.

**DETAILS OF THE VERIFYING OFFICER (PAGE 4)**

- **Name:** <to be completed by staff member>
- **Position Title:** <to be completed by staff member>
- **Organisation:** Flinders University
- **Business Address:** GPO Box 2100
- **Suburb:** Adelaide  
  **State:** SA  
  **Postcode:** 5001
- **Telephone:** (08) 8201 2832
- **Email:** inspire@flinders.edu.au

**SECTION D – Employment Information**

Name of Requesting Organisation (page 5) – ‘Flinders University’

The Requesting Organisation is (page 5) – ‘Non-Government’

The Applicant is (page 5) – ‘Student’

Title and Nature of the Applicant’s Role (page 5) – ‘Peer Mentor’

Applicant’s Role Involves (page 5) – select ‘Working with Children’

Details of Requesting Officer (page 5) – TICK IF SAME AS VERIFYING OFFICER

OR

<to be completed by staff member>
Flinders University
GPO Box 2100
Adelaide SA 5001
Ph: 8201 2832
Email: inspire@flinders.edu.au

**STEP 4**
**PAYMENT PROCESS**

- Pay and lodge your completed application at any Australia Post
outlet within South Australia with bill-paying facilities.

- Australia Post will collect and lodge your application with DFC.

PLEASE BE AWARE THAT THERE IS AN ADDITIONAL ADMIN FEE OF $5 FOR USING AUSTRALIA POST. **THE TOTAL COST IS NOW $42.40** ($37.40 + $5 admin = $42.40).

Once cleared, you will be sent a clearance letter from DFC. An email notifying of your clearance will be sent to the Requesting Officer (Michelle Campbell) so that this may be noted on your records.

If you have any questions about the process for obtaining a criminal history check, please contact a member of staff from the **Student Access Unit** on 8201 2832 or email your enquiry to: inspire@flinders.edu.au