

4. You need to then print out the application form.
5. Take your application to your local police station and ask them to
 - a). witness your signature on your application form
 - b). certify your 100 points of identification
 - c). complete the authorisation section on your application form.
6. When verification is completed by a police officer, send the form to our Secretary, who will then put our VOAN number on there and sign it for you.

VOLUNTEER AUTHORITY - Appropriate Section Must Be Completed By Organisation	
<input type="checkbox"/> VOAN (Volunteer Organisation Authorisation Number)	
I declare the applicant named on this form is an unpaid VOAN volunteer and the fee is to be paid by the South Australian Government:	
VOAN: _____	Organisation: _____ Date: ____ / ____ / ____
Authorised Officer's Name: _____	Position: _____
Authorised Officer's Signature: _____	Phone Number: _____

7. The completed Criminal History Check will be posted directly to you. (Unless you put SASCHDI address on the form).

To enable SASCHDI to update our Police Check Register, you need to allow the secretary to sight your Certificate ASAP, and record the Date issued and any other information as needed.

The Certificate remains in the owners care.