



Screening & Verification Authority Initiation Check Request Form



Phone enquiries (08) 8210 8150

Email receptionsava@adelaide.catholic.org.au

It is the policy and practice of the Catholic Archdiocese of Adelaide that individuals who have a responsibility through their role within the Archdiocese in either a paid or voluntary capacity, are required to undergo a Department of Human Services (DHS) Working with Children screening which is processed through the Archdiocesan Screening and Verification Authority (SAVA). This screening is used as part of the assessment process to determine a person's suitability for employment or volunteering within the Archdiocese or its affiliated organisations.

Note: It is important to be aware that volunteers who provide occasional service may or may not be subject to this screening requirement. Determination around this is dependent upon the type of role, frequency of service provision and level of supervision applied. Locations should refer to their Screening and Verification Guidelines.

LODGEMENT – SAVA undertakes direct lodgment of applications and monitors the ongoing status of checks direct with DHS on behalf of all the Archdiocesan locations.

Authorised personnel at the locations are required to verify identification and ensure that **all details requested on the form are provided and writing is legible**. This form must then be forwarded by the location where the service is to be provided direct to the Screening & Verification Authority.

FINALISATION OF OUTCOME – Upon completion of processing, individuals will be provided with notification from DHS and if clearance is granted, a SAVA Catholic Clearance Card will be issued. There is no cost to individuals for checks conducted through SAVA via this form.

Standard processing time will be approximately 30 days, however in more complex cases processing can take up to 12 weeks.

Applicant details

all details must be provided

**** Please ensure that the individual's legal name is provided in this section ****

First Name

Last Name

Date of Birth

 / /

Contact Phone #

Email address

Current postal address

all details must be provided

Number/Street

or PO Box

Suburb

State

Postcode

Location & role details

all details must be provided

Employee

☐

Clergy/Religious

☐

Volunteer

☐

Contractor

☐

Proposed Start Date

 / /

OR Continuation of Service

☐

(if new to location)

(tick only)

Location

(Location Where Service is to be provided – E.g. Adelaide Cathedral Parish, Rosary School, and Centacare Adelaide etc.)

Role Description

(What role will the individual undertake at your location?)

Nominated Authorising Person (NAP) – Verification details

all details must be provided

Full Name

Date

Signature

100 POINT Identification check

Please Tick selected choices

Proof of identity must be presented prior to processing of this check. The NAP at the location must view the **ORIGINAL** identity documents or certified true copies (listed in Schedule 2 Statutory Declarations Regulations 1993). The documents must total **100 points** and **must include identification which contains a photograph**.

Change of Name – If the name used to apply for the check is different from that shown on any of the Applicant’s personal identity documents, they must provide evidence of name change (e.g. Marriage/Change of Name Certificates from Government Births, Deaths, Marriages or Divorce papers issued by Family Court. These documents DO NOT count towards the 100-points.

Category	Type of document	Value	Points
Category A (70 points) Only one document from this category will be accepted	☐ Birth Certificate or extract Full Name on document ☐ Australian Citizenship Certificate Full Name on document ☐ Current International Travel document (e.g. passport) Full Name on document Expiry Date ☐ United Nations refugee visa or similar, authorising national travel Full Name on document	70	
Category B (40 points for initial document. Subsequent documents are worth 25 points)	☐ Australian Driver’s Licence or Permit Full Name on document Expiry Date ☐ Department of Veteran’s Affairs (DVA) card ☐ Centrelink pensioner ☐ Health Care Card ☐ Government Employee Identification Card ☐ Tertiary Student Identification Card ☐ Secondary Student Identification Card ☐ Medical practitioner reference (only if applicant is known to the Doctor for at least a year)	40 or 25	
Category C (25 points) If more than 1 document from this category is used, they must be from different organisations	☐ Seniors ☐ Medicare ☐ Private Health Care Card ☐ Council Rates ☐ Property Insurance Papers ☐ Proof of Age Card ☐ International Drivers Licence ☐ Bank or Credit Card ☐ Utility Bills (Telephone, Gas, Electricity or Water) ☐ Tax Notice ☐ Superannuation Statements ☐ Motor Vehicle Registration ☐ Insurance Papers ☐ Rental Property Lease Agreement ☐ Electoral Roll Registration ☐ Professional or Trade Association Card	25	
• Copies of identification documents <u>must not be taken</u> and retained at the location or forwarded to SAVA. • This form (front & back) <u>MUST be fully completed & clearly identify</u> which identity documents were presented and verified at the location. • In the event that this form does not identify that 100 points of identification has been sited at the location, this form will be returned to enable further identification documents to be sought.		TOTAL	