

# Police checks

A police check - 'National Police Certificate' provides a national summary of an individual's offender history. It is generally requested by organisations as one part of their process to ensure the integrity of their staff or [volunteers](#).

## How to apply for a police check

**Step 1:** Download - complete online - print, a police check application

[Police check application form PD267 \(PDF 1.34MB\)](#)

or

Download - print, a police check application

[Police check application form PD267 \(PDF 1.28MB\)](#)

Alternatively you can obtain a printed copy from your local [police station](#).

In the section: PURPOSE FOR CHECK for please write, Voluntary Meditation teacher

**Step 2:** Check that you have 100 points of original identification as explained in the application form.

**Step 3:** Get your application processed.

Attend a [police station](#) with your:

- completed application form
- 100 points of original identification
- photocopies of 100 points of identification, for certification
- [application fee](#).

South Australia Police (SAPOL) will then:

- witness your signature on your application form
- certify your 100 points of identification
- complete the authorisation section on your application form
- process your request within 10 - 15 working days.

or

See a Justice of the Peace with your:

- completed application form
- 100 points of original identification
- photocopies of 100 points of identification, for certification.

Request the Justice of the Peace to:

- witness your signature on your application form
- certify your 100 points of identification
- complete the authorisation section on your application form.

**Step 4:** Give your completed application form, certified copies of your 100 points of identification to our authorised officer (Rita Skipper or Sue Nickson ) who will complete the application with the Voluntary organisation Authority Number and post to SAPOL.

SAPOL will then process your request within 10 - 15 working days.

**Step 5:** The National Police Certificate will be posted directly to you. When you have received your approval number we will need to sight it and register it on the Sahaja Yoga data base.

The data base only records that the Police Certificate has been sighted with your name and birth date for identification. Records will be kept with the utmost confidentiality and may be audited by the police at any time to ensure that we are storing information correctly and confidentially.

### **Further information**

To learn more about the process, please read the [Frequently Asked Questions document \(117kb pdf\)](#) / [Frequently Asked Questions document \(263kb word\)](#)