

Tasmanian Catholic Education Office

Police Check FAQ's

Q How to I apply for a police check?

A Applications are available at any catholic school/college or can be downloaded from the TCEO website www.catholic.tas.edu.au

Applications must be submitted to the school or college that you wish to volunteer or work at.

Q How long does the application process take?

A The application process can take up to 6 weeks, however, most applications are processed and returned to the schools within 3 weeks.

Q How long will I be registered for?

A Each registration is for a maximum of 3 years. Printed on each certificate is a valid "start" and "end" date.

Q Why do I really need to supply 3 pieces of identification?

A It is a Tasmania Police requirement that you supply 3 separate pieces of identification. A list is provided on the application form. If you do not, your application will be sent back.

Q Can I use a police check that I already have?

A Yes, as long as the police check meets these 2 requirements:

- * the police check must also be less than 6 months old
- * the police check must be the original so that the delegated person at the school can take a copy and certify as a true copy of the original

Q How do I know that I'm registered?

A Once your application has been approved, a certificate will be issued and send back to your school. This certificate is yours to keep, please note that it is an original.

Q Do I need a Commissioner of Declarations to sign my police check application?

A No, any person over 18 years of age can be a witness.

Q Can I get a copy of my certificate or my police check?

A The certificates that are issued from the TCEO are originals and we do not keep copies. Each certificate is pre-printed with the registration number.

Unfortunately, the TCEO is unable to provide copies of individual police checks and this is a directive from Tasmania Police.

Q My registration is about to expire, how do I renew my registration?

A Once your registration has expired or is about to, you must re-register, including filling out the application form and providing identification.

Q If I volunteer at different schools, do I need to be registered at each school?

A No, apply for registration at the school at which you have the most contact and then show your pocket sized registration card at any other school.

For further information email Melissa at melissa.mcguire@catholic.tas.edu.au