fit2work

» User Guide

Student Police Checks

fit2work is Australia's fastest and most trusted Police Check system.

This guide will answer most of your questions about how to get your Police Check. If you need more information, please email our helpdesk at support@fit2work.com.au or call us TollFree on 1300 525 525 (8:30am – 7:00pm AEST).

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fit2work Student Police Checks

Welcome to *fit2work* Student Checks.

You will have received an email with a link from *fit2work*. Follow the instructions below to complete your Police Check application.

If you have any questions, you can call *fit2work* on 1300 525 525 or email us on support@fit2work.com.au.

Step 1
Log In

Login via the link in the email (A).

Once logged in, click on 🖉 (B) to start your check.

Step 2
Fill in Info and Consent Form

Enter your details as accurately as possible, working through each of the 5 stages.

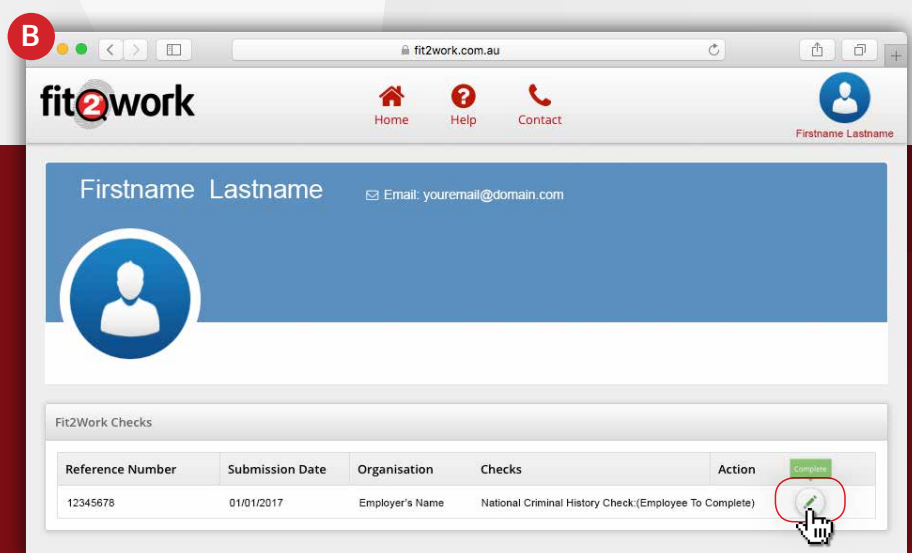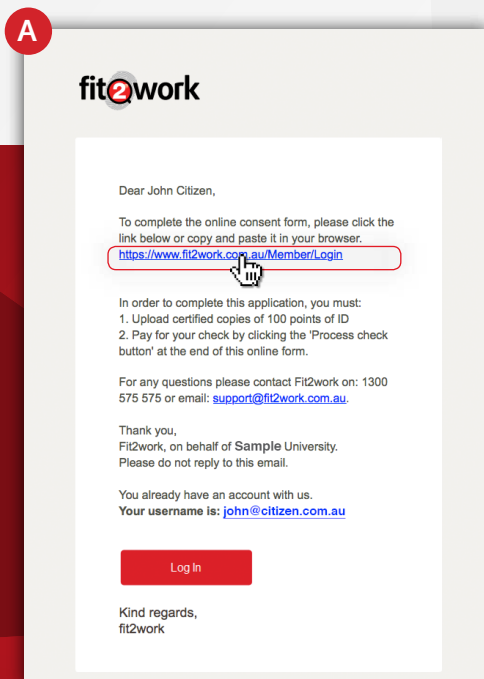### Step 3
Upload 100 points of Certified ID*

After entering your personal information, you will need to upload 100 points of certified ID.

*Certified within the last 3 months by authorised person. See next 2 pages for more information.

Step 4
Review, Pay & Submit

Review and confirm all the details are correct, and pay via our secure payment portal to submit the check for processing.

Pay

A

Dear John Citizen,

To complete the online consent form, please click the link below or copy and paste it in your browser.

https://www.fit2work.com.au/Member/Login

In order to complete this application, you must:
1. Upload certified copies of 100 points of ID
2. Pay for your check by clicking the 'Process check button' at the end of this online form.

For any questions please contact Fit2work on: 1300 575 575 or email: support@fit2work.com.au.

Thank you,
Fit2work, on behalf of **Sample** University.
Please do not reply to this email.

You already have an account with us.
Your username is: john@citizen.com.au

Log In

Kind regards,
fit2work

B fit2work.com.au

fit2work
Home Help Contact Firstname Lastname

Firstname Lastname ✉ Email: youremail@domain.com

Fit2Work Checks

Reference Number	Submission Date	Organisation	Checks	Action	
12345678	01/01/2017	Employer's Name	National Criminal History Check:(Employee To Complete)	🖉	Complete

Your Police Check will be delivered to your email.
90% of Student Check results are returned within 15 minutes*.

*Approximately 10% of Student Checks are referred for further investigation. See website for details.

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100 Points ID – Documents Guide

Total points must equal or exceed 100 points.

Category A – 70 points

Only one form of identification accepted from this category.

» Birth Certificate
» Australian Passport (Current, or expired within the previous two years, but not cancelled)
» Australian Citizenship Certificate
» International Passport (Current, or expired within the previous two years, but not cancelled)
» Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or
» Signature)

Category B – 40/25 points

Your initial 'Category B' Documents will score 40 points, any additional documents will be awarded 25 points each.

» Current Licence or Permit (Government Issued)
» Working With Children/Teachers Registration Card
» Aviation Security Identification Card/ Maritime Security Identification Card
» Public Employee Photo ID Card (Government Issued)
» Department of Veteran Affairs Card
» Centrelink Pensioner Concession Card or Health Care Card
» Current Tertiary Education Institution Photo ID
» Reference from a Doctor (must have known the applicant for a period of at least 12 months)

Category C – 25 points

» Foreign/International Driver's Licence
» Proof of Age Card (Government Issued)
» Medicare Card/Private Health Care Card
» Council Rates Notice
» Property Lease/Rental Agreement
» Property Insurance Papers
» Australian Tax Office Assessment
» Superannuation Statement
» Seniors Card
» Electoral Roll Registration
» Motor Vehicle Registration or Insurance Documents
» Professional or Trade Association Card
» Birth Extract

If you wish to use more than one of the documents below, they must be from different organisations

» Utility Bills (e.g. Telephone, Gas, Electricity, Water)
» Credit/Debit Card
» Bank Statement/Passbook

100 Points of ID - Further details

Documents supplied must equal or exceed 100 points. Combination of Applicant's identity documents must include Applicant's **full name, date of birth** and a **photo of the Applicant**.

At least one document from either **Category A** or **Category B.** If Applicant does not have an identity document with a photograph, Applicant must submit a passport style photograph that has been certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 1993 (Cth).

Change of Name – If the name used to apply for a national police history check is different from that shown on any of the personal identity documents, evidence must be provided of the name change, e.g. Marriage or Change of

Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and Divorce papers issued by the Family Court. Must be originals or certified true copies and DO NOT count towards the 100 points. If change of name document is provided, other names used must be included in 'Create Check' section.

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Certified ID

Persons Authorised to Certify Documentation

In a situation where you are unable to bring your original 100 points of ID to be physically sighted by the organisation, you may have copies officially certified by a person listed below. Documents only need to be certified if you are unable to provide the original documents to the organisation performing the check.

» Only persons holding positions identified below are authorised to certify documentation for the undertaking of a National Police History Check (NPHC). The exception to the list is where a potential conflict of interest may arise, such as certifying a family members identification

- » Australian Lawyer (Legal Profession Act 2004)
- » Registered Medical Practitioner
- » Member of the police force
- » Principal/teacher in the teaching service
- » Registered Nurse
- » Secretary of building society
- » Councillor of a Municipality
- » Public Notary
- » Veterinary Practitioner

- » Pharmacist
- » Justice of the Peace, Bail Justice or Register of the magistrate's Court
- » Permanent employee of Australia Post with ≥5 years of continuous service
- » State non-executive public service employee (Grade 2-6)
- » Commonwealth exec public service employment (Level 1, 2 or 3)

- » Commonwealth non-exec public service employee (APS 2-6)
- » Accountant (member of the ICA,ASA or NIA)
- » Registered Dentist (Dental Practice Act 1999)
- » Bank manager of employee with ≥5 years of continuous service
- » Minister of Commonwealth or State Parliament
- » Casino special employee

» Authorised persons, in certifying a NPHC document, MUST:

    1. Sight ORIGINAL documentation

    2. Verify that the photocopy is a true and accurate record of the original document

    3. Verify that the photographic identification is a true and accurate likeness of the applicant

    4. Declare on the document to be signed that it is a 'true and accurate record of the original document

    5. Sign and date each photocopy as a true and accurate record of the original document

    6. Print your name and position (authorised position – below) on each document to be certified

» Applicants must ensure that documents must be certified in accordance with the above

What does a Certified Document look like?

A certified document must have the character-istics illustrated in the examples on the right.