



**CATHOLIC ARCHDIOCESE OF MELBOURNE
HUMAN RESOURCES OFFICE**



<http://www.melbourne.catholic.org.au/policies/index.html>



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**CIRCULAR HR0708 (24 OCTOBER 2008)
ALL PARISH PRIESTS AND ADMINISTRATORS
IN THE ARCHDIOCESE OF MELBOURNE**

Changes to National Police Check arrangements

From 1 November 2008, the following changes will apply to the Victoria Police National Police Record Check process.

- A downloadable online application form will replace the current form.
- Applicants will be able to download, complete and print the new online form.
- A 100 point identification check will be introduced.
- An authorised certifier will be required to witness and certify identity documents and signature of applicants.
- The certificate will only be issued to the applicant.
- To increase protection of information released, the new certificate will include seven security features.

As a consequence the Criminal Records Checks Policy has been updated and renamed as the National Police Record Check Policy.

Relevant parts of the Conditions of employment for parish employees 2007 and the Conditions of employment for pastoral associates 2007 have been amended as have the associated templates.

Copies of the updated documents have been posted on the diocesan web site at <http://www.melbourne.catholic.org.au/policies/index.html>.

Copies will be faxed or emailed on request by contacting Trish Fazzino on 9926 5780 or pfazzino@melbourne.catholic.org.au.

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