



Softball SA Inc

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](#).

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

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

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.

Once the SA Police/JP have authorised the completed application form and the applicant's 100 point ID it should be delivered to an authorised officer within your association/club/Softball SA for the endorsing of the VOAN number. Ensure the SA Police/JP stamp is stamped on each page of your identification and the application form.

At all times the VOAN must be endorsed after the applicant has had their application and identified authorised at a police station or JP.

Further information

For more details about police checks and how to apply, refer to our Frequently Asked Questions

Police Clearance Voan Process FAQs