



Police Check Information for Volunteers

As Anjali House takes child protection very seriously, we require that all volunteers provide us with a police check from your country of nationality or the country where you hold residency.

When you receive your certified document, you should scan or photograph it and send it to Anjali House's volunteer coordinator (info@anjali-house.com) as an email attachment.

The police check process can take several weeks in some countries, so you should begin the process immediately. This process must be completed and the certified document sent to Anjali House **before** your volunteer placement can be accepted by us.

If you already have a police check that was completed within the last three years, please send this to us as soon as possible.

Procedures in specific countries

The application process for a police check is different in each country, and the 'police check' itself might be called by a different name (like background check or criminal record check). Below you can find specific information for a number of countries.

The UK

In the UK, Anjali House has signed up to SAFE, which can carry out a **DBS Check** for volunteers on our behalf. To complete your DBS check, please go to: <http://www.safecic.co.uk> Click on the button 'DBS Checks', then click on the link 'Enhanced DBS Checking for Volunteers'. You must pay a small administration fee and provide your personal details. A form is then mailed to you, which you must complete and send back to SAFE with the required documents. Once the check has been carried out, SAFE will mail you back the certificate.

Ireland

You need to apply in writing to your local Garda Police Station for a **Certificate of Character**. The information on the application process is not available online, so you need to visit your local police station in person to find out more.

The USA

A **Criminal Background Check** can be obtained directly from the FBI or from one of its FBI-accredited Channelers. Details of both service providers can be found on the FBI website:



Supporting street children
through health, education and arts

<http://www.fbi.gov/about-us/cjis/background-checks/>

Canada

Full instructions on how to obtain a **Certified Criminal Record Check** can be found on the Royal Canadian Mounted Police website: <http://www.rcmp-grc.gc.ca/cr-cj/fing-empr2-eng.htm> Please note that applicants for **volunteer** work must specify the **job title or position** sought in the 'REASON FOR APPLICATION' section of the fingerprint form.

Australia

Australian residents need to apply to their State or Territory police service for a **Name Only National Police Certificate**, with complete disclosure, which reports all offences of which a person has been convicted. The Australian State or Territory police forces and the links to their websites are:

- Australian Federal Police (covering the Australian Capital Territory and Australians overseas)
<http://www.afp.gov.au/what-we-do/police-checks/national-police-checks.aspx>
- New South Wales Police
http://www.police.nsw.gov.au/about_us/structure/specialist_operations/forensic_services/criminal_records_section
- Victoria Police
http://www.police.vic.gov.au/content.asp?Document_ID=274
- Queensland Police
<http://www.police.qld.gov.au/services/purchase/polcert.htm>
- South Australia Police
http://www.police.sa.gov.au/sapol/services/information_requests/police_checks.jsp
- Western Australia Police
<http://www.police.wa.gov.au/OurServices/PoliceChecks/NationalPoliceCertificates/tabid/1339/Default.aspx>
- Northern Territory Police
http://www.pfes.nt.gov.au/~/_media/Files/Forms_Licences_Permits_Publications/Police/Forms/PF095-CriminalHistoryCheck-Application.ashx
- Tasmania Police
<http://www.police.tas.gov.au/services-online/police-history-record-checks/>

New Zealand

To obtain a copy of your **Record of Criminal History**, you need to complete form 'Priv/F1' and submit it to the New Zealand Ministry of Justice. Details of how to obtain a copy of your Criminal Record can be found here: <http://www.justice.govt.nz/services/get-a-copy-of-your-criminal-record> and the form can be found here: <http://www.justice.govt.nz/services/criminal-records/get-a-copy-of-your-criminal-record>

The Netherlands

In Nederland dien je een **Verklaring omtrent Gedrag** aan te vragen. Je vraagt een VOG via de gemeente aan door een volledig ingevuld aanvraagformulier in te dienen bij de afdeling Burger-



/Publiekszaken van de gemeente waar je staat ingeschreven. Je kunt dit formulier via deze site downloaden: <http://www.justis.nl/producten/vog/vog-aanvragen/index.aspx#paragraph2> Er staan een aantal vragen op die in principe door de werkgever moeten worden ingevuld. Aangezien je dit formulier opvraagt voor een vrijwilligersorganisatie in het buitenland, is het niet mogelijk om alle vragen te beantwoorden. Je kunt het dan echter indienen zonder een handtekening van de vertegenwoordiger van de organisatie.

Wanneer je de aanvraag via de gemeente indient, moet je bij de gemeente een geldig identiteitsbewijs tonen en de kosten van het VGD betalen. Een gemeenteambtenaar bekijkt of het formulier correct is ingevuld, stuurt dit vervolgens naar Justis en binnen 8 weken krijg je een antwoord.

Belgium

In België dien je een gratis **uittreksel uit het strafregister** aan te vragen. Je kunt dit (omdat het bestemd is voor het buitenland) enkel aanvragen bij de dienst Centraal Strafregister van de Federale overheidsdienst Justitie.

Stuur hiervoor een brief of email naar het volgende adres:

FOD Justitie, DG RO - Dienst Centraal Strafregister

Waterloolaan 115, 1000 Brussel

E-mail: cic-csr@just.fgov.be

Vermeld op je aanvraag je voor- en achternaam, adres, geboortedatum en –plaats, de reden van je aanvraag, handtekening en een kopie of scan van een identiteitsdocument.

Indien je liever persoonlijk langsgaat, dan kan dit allen op de Waterloolaan 80 in Brussel.

Germany

Um sein **polizeiliches Führungszeugnis** zu kriegen muss man es erstmal beantragen. Das muss man am besten bei dem Bürgerbüro in seiner Gemeinde machen. Mann kann ohne Termin zu Bürgerbüro gehen jedoch können die Wartezeiten dann etwas lang werden deswegen wird es empfohlen sich davor einen Termin zu machen. Wenn man seinen Termin hat, muss man nur seinen Pass (oder Personalausweis) mitbringen, und etwas Geld (das Beantragen kostet 15-20 Euro). Der Beamte wird dann alles kurz aufschreiben und dann war's das auch schon - der Termin dauert etwa 5 Minuten. Das Führungszeugnis wird dann etwa drei Wochen später per Post zugeschickt.

Procedures in other countries

If you are a national of, or resident in, a country other than the ones listed above, please contact the police or local authorities in that country to enquire about the procedure for obtaining a police check.

If you are having difficulty obtaining this information, or you are not sure who to contact, please email Anjali House's volunteer coordinator on info@anjali-house.com.