**How to use this intranet template?**

Send this document to your intranet administrator and provide your staff with a simple guide to getting a police check. The below contents can be copied and pasted into your intranets police check page.

**Need to complete a police check?**

We recommend Australia Post for fast, secure, and convenient police checks.

**Here’s what to do:**

1. Apply for a police check online or at your local participating Post Office.
   1. [Click here](https://www.auspost.com.au/trustedchecks) to apply online
   2. [Click here](https://www.auspost.com.au/pol) to find a Post Office
2. You’ll need four ID documents to apply. [Click here](https://www.auspost.com.au/trustedchecks) to find out which forms of ID are accepted.
3. Once you’ve received your police check certificate, send this to your employer.

**How long will it take?**

In most cases, a digital certificate will be available typically within 2 business hours. If requested, printed certificates will likely arrive in the mail within 7 business days of processing.

**How much does it cost?**

$52, or $30 if you're applying for a volunteer position. If you need a physical certificate, it will cost $62, or $40 for a volunteer certificate.

To get started, visit <https://auspost.com.au/trustedchecks>