**How to use this email template?**

To provide your employee with a helpful guide to getting a police check, simply copy and paste the below contents into an email.



Dear Employee,

We require you to update your national police check, please renew this at your earliest convenience.

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 participating local Post Office.

* [Click here](https://www.auspost.com.au/trustedchecks) to apply online.
* [Click here](https://www.auspost.com.au/pol) to find a Post Office.

1. 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.
2. Once you’ve received your police check certificate, reply to this email with it attached.

**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 require a physical certificate, it will cost $62, or $40 for a volunteer certificate.

To get started, visit auspost.com.au/trustedchecks

If you have any questions, then please do not hesitate to contact me.

Regards,

*<Add your email signature here>*