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| --- |
| Day/Month/Year |
| **Recipient’s Name**  Recipient's Title  Recipient's Company  Recipient's address  City VIC 0000 |

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.

* Head to [auspost.com.au/trustedchecks](http://auspost.com.au/trustedchecks) to apply online.
* Head to [auspost.com.au/pol](http://auspost.com.au/pol) to find a Post Office.

1. You’ll need four ID documents to apply. Head to [auspost.com.au/trustedchecks](http://auspost.com.au/trustedchecks) to find out which forms of ID are accepted.
2. Once you’ve received your police check certificate, please send or email it to myself

**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](http://auspost.com.au/trustedchecks)

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

Regards,

*<Add your signature here>*