



Application Form for a Community Volunteer Fee (CVF) Number

Consent to Check and Release National Police Record

This application form is for **Victorian organisations only**. Organisations must satisfy the criteria below to qualify for a CVF number. Police Record Checks will **only** be processed at the reduced fee for volunteers performing a community service or students undertaking a compulsory unpaid placement.

Do not send Police Record Check application forms requesting the reduced fee until advised by this office that authorisation has been granted.

ORGANISATION DETAILS *(please complete all fields)*

Name of Organisation:

Street Address:

Suburb:

State:

Postcode:

Organisation Email Address:

Organisation Website:

Contact Representative:

Position:

Email Address:

Phone:

PLEASE NOTE:

1. A representative may choose to apply on behalf of the entire organisation if your organisation has several centres/locations. In such cases, the representative named on this application will be responsible to disseminate all communications, including policy and fee changes, to all centres/locations utilising the CVF number.
2. Any updates to CVF policy and annual fee changes will be advised to the email addresses provided. You must notify the CVF Coordinator via email of any changes to your organisation details including change of Contact Representative.

CRITERIA *(please answer all questions)*

1. Will your organisation exclusively submit police checks via **VICTORIA POLICE** (either directly or through **SERVICE VICTORIA**) and not to any other organisations/brokers which also provide the police checking service?
YES **NO**
2. Will your applicants claiming the reduced fee receive any form of payment for the services that they perform for the organisation? **NOTE: reimbursement of direct expenses will not disqualify the individual from the reduced fee (e.g. petrol expenses).**
YES **NO**
3. Will your applicants provide a charity or community service, or undertake a compulsory unpaid student placement?
YES **NO**
4. Please provide a brief description of the volunteer work or placement your applicants will be undertaking:

Please return the completed form via email to PES-CVF-MGR@police.vic.gov.au or by mail to:
CVF Coordinator, Public Enquiry Service, Victoria Police, GPO Box 919, MELBOURNE VIC 3001

VICTORIA POLICE OFFICE USE ONLY:

Date Received:

Authorised by Manager:

Date:

Allocated CVF Number:

Date: