



# UBC

Supporting  
Children's Health  
Since 1942

# Police Checks

To volunteer in the UBC Counting Room at Melbourne Convention and Exhibition Centre you will require a Police Check.

There is NO cost to volunteers. To apply for a Police Check follow the instructions below:

1. Go to [www.crimcheck.org.au/check/ubc](http://www.crimcheck.org.au/check/ubc)
2. Fill in the form and choose whether you would like your certificate emailed (free of charge)
3. Once you have completed the form you will receive an email from us with full details of your check (including a list to help you understand what documents constitute 100 points of ID)
4. Forward the email to us at [ubceo@ubcvic.org.au](mailto:ubceo@ubcvic.org.au)  
**IMPORTANT: BE SURE TO ATTACH COPIES OF YOUR ID** or we will not be able to process your check
5. Once we receive your email and ID we will lodge your check
6. As soon as the check is resolved we will be in contact with you to let you know how to proceed with volunteering

***You only have 30 minutes to complete the form, so please put a side time to complete in one go.***



[www.ubcvic.org.au](http://www.ubcvic.org.au)