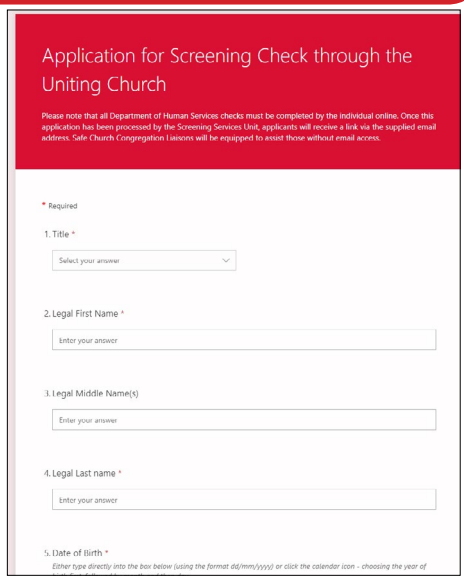
Uniting Church. **Uniting People.**

Process for Screening Checks

Step 1 Apply for a screening check with the Uniting Church

A. Refer to the information sheet titled: *Information on the Screening and Authority Process* for further assistance.

B. Complete the online *Application for Screening Check through the Uniting Church SA* at **sa.uca.org.au/safechurch/screening**
Note: please use an active email address, ideally only accesible by you. This is where you will receive the links and communications about the status of your check in step 2 (after the Synod Office initiates the application through the Department of Human Services (DHS)).


Application for Screening Check through the Uniting Church

Please note that all Department of Human Services checks must be completed by the individual online. Once this application has been processed by the Screening Services Unit, applicants will receive a link via the supplied email address. Safe Church Congregation Liaisons will be equipped to assist those without email access.

* Required

1. Title *
Select your answer

2. Legal First Name *
Enter your answer

3. Legal Middle Name(s)
Enter your answer

4. Legal Last name *
Enter your answer

5. Date of Birth *
Either type directly into the box below (using the format dd/mm/yyyy) or click the calendar icon - choosing the year of

C. To verify your identification in Step 2 there are two options:
1. If you have a passport/birth certificate/citizenship certificate and driver's licence, you will be able to complete the **online verification.**
2. If you do not have the above identification available, you will need to contact your Safe Church Congregation Liasion for the alternative option.

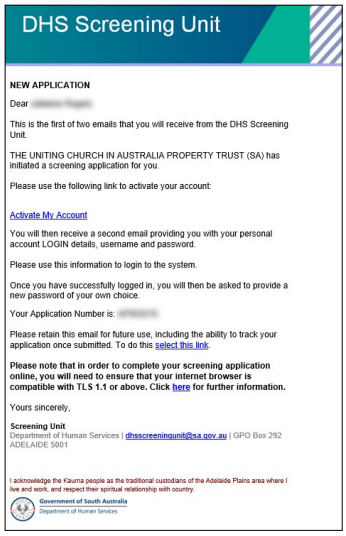
Step 2 Verify your identity with the Dept of Human Services

A. Receive an email from the DHS (noreply@salesforce.com). Click the link to activate your account.

B. A second email with your username and temporary password will follow. Use this to log into the DHS website. You will be asked to create a new password.

C. Follow the prompts to enter all of your personal details including **all of your previous names, previous addresses for the last 10 years, and verification of identity (document numbers).**

Note: If you make a mistake or lose your internet connection, you can go back into your application and change it at any time until final submission.


DHS Screening Unit

NEW APPLICATION

Dear [redacted]

This is the first of two emails that you will receive from the DHS Screening Unit.

THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (SA) has initiated a screening application for you.

Please use the following link to activate your account:

Activate My Account

You will then receive a second email providing you with your personal account LOGIN details, username and password.

Please use this information to login to the system.

Once you have successfully logged in, you will then be asked to provide a new password of your own choice.

Your Application Number is: [redacted]

Please retain this email for future use, including the ability to track your application once submitted. To do this select this link.

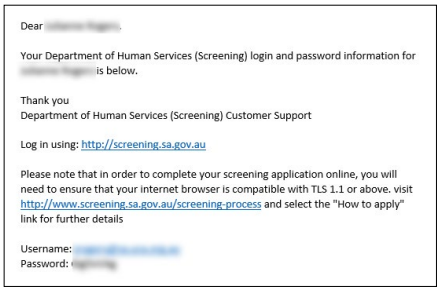
Please note that in order to complete your screening application online, you will need to ensure that your internet browser is compatible with TLS 1.1 or above. Click here for further information.

Yours sincerely,

Screening Unit
Department of Human Services | dhsscreeningunit@sa.gov.au | GPO Box 292 ADELAIDE 5001

I acknowledge the Kaurna people as the traditional custodians of the Adelaide Plains area where I live and work, and respect their spiritual relationship with country.

Government of South Australia
Department of Human Services


Dear [redacted],

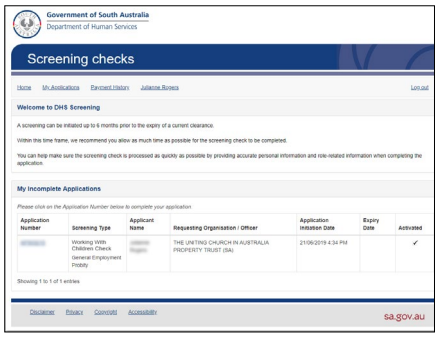
Your Department of Human Services (Screening) login and password information for [redacted] is below.

Thank you
Department of Human Services (Screening) Customer Support

Log in using: http://screening.sa.gov.au

Please note that in order to complete your screening application online, you will need to ensure that your internet browser is compatible with TLS 1.1 or above. visit http://www.screening.sa.gov.au/screening-process and select the "How to apply" link for further details

Username: [redacted]
Password: [redacted]


Government of South Australia
Department of Human Services

Screening checks

Home | My Applications | Payment History | Julianne Rogers | Log out

Welcome to DHS Screening

A screening can be initiated up to 6 months prior to the expiry of a current clearance.

Within this time frame, we recommend you allow as much time as possible for the screening check to be completed.

You can help make sure the screening check is processed as quickly as possible by providing accurate personal information and role-related information when completing the application.

My Incomplete Applications

Please click on the Application Number below to complete your application

Application Number	Screening Type	Applicant Name	Requesting Organisation / Officer	Application Initiation Date	Expiry Date	Activated
[redacted]	Working With Children Check General Employment Probity	[redacted]	THE UNITING CHURCH IN AUSTRALIA PROPERTY TRUST (SA)	21/06/2019 4:34 PM		✓

Showing 1 to 1 of 1 entries

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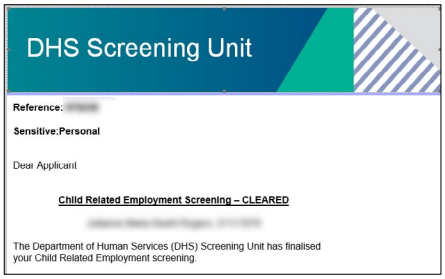
sa.gov.au

Step 3 Receive notification of your status

A. You and the Uniting Church SA will receive email advice of your clearance status- 'update' and/or finalised.

B. Forward this information to your Safe Church Congregation Liaison for recording by the Church Council or designated governance body.


DHS Screening Unit

Reference: [redacted]

Sensitive:Personal

Dear Applicant

Child Related Employment Screening – CLEARED

[redacted]

The Department of Human Services (DHS) Screening Unit has finalised your Child Related Employment screening.