

PATIENT INFORMATION

02 November 2016

PROCESS FOR APPLYING FOR:

1. Police Record Check (Victoria Police)
2. Child Protection Order Check (Department of Health and Human Services)

In accordance with the Victorian ART Act 2008, all patients and partners (if applicable), are required to provide Melbourne IVF with an **original Police Record Check and Child Protection Order Check**, in order to commence Assisted Reproductive Treatment (ART).

Please ensure that you include ALL your names on the application forms. You must include your middle name, any former names (ie. maiden name) and any other names known by (ie. Bob). Unfortunately if you omit any of your current or former names we will be unable to accept your Victoria Police Record Check or Child Protection Order Check and you will be required to reapply.

To be eligible to apply for a Victorian Police Record Check, you must meet the following criteria:

- ✓ Currently live in Australia and have an Australian residential address and can provide 100 points of ID with this address; **OR**
- ✓ Have previously lived in Australia but still have an Australian residential address and can provide 100 points of ID with this address

If you do not meet the above criteria you will be required to apply for an Australian Federal Police Check. Please refer to your Patient Liaison Administrator for further information.

1. APPLYING FOR A VICTORIAN POLICE RECORD CHECK

Please apply via the Victoria Police website: www.police.vic.gov.au

***** ONLY police checks conducted by Victoria Police will be accepted**

1. Click on 'Our Services' > 'Police Record Checks'
2. Select 'Online application form for the National Police Certificate'. A PDF document will download.
3. Tick National Name Check.(fingerprints are not required)
4. Complete section E Option 1, as below:

***Place an "X" in 'Contact with Children' box, as indicated below**

***Type in the free text box 'IVF Applicant'**

DO NOT tick the 'Other' box when typing this in (see example):



Section E: Purpose of check (This section must be completed)

Complete only ONE of the following three options. Different certificates are issued according to the type of check. If you require more than one certificate for different purposes, you need to apply and pay for separate certificates.

OPTION 1 - Employment, occupational licensing, visa or insurance purposes (cross only one box)

<input checked="" type="checkbox"/> Contact with children	<input type="checkbox"/> Adult aged/disabled care	<input type="checkbox"/> Contact with prisoners	<input type="checkbox"/> Prison/Corrections Officer
<input type="checkbox"/> Casino or gaming licence	<input type="checkbox"/> Working with Police	<input type="checkbox"/> Insurance investigation	
<input type="checkbox"/> Application for an overseas visa	<input type="checkbox"/> Healthcare (please specify) ▼	<input type="checkbox"/> Emergency Services (please specify) ▼	<input type="checkbox"/> Other (please specify) ▼

I V F A P P L I C A N T

5. Forward your completed, printed application to Victoria Police, ensuring to include your 100 points of certified ID and payment (cheque or money order made out to Victoria Police).
6. **As soon as you have received your Police Certificates, email a COPY to reception.eastmelb@mivf.com.au for verification.**
7. Your **ORIGINAL** Police certificates **MUST** be brought to your counselling session for processing by your counsellor.

If you do not have access to email please submit your ORIGINAL Police certificates to your Patient Liaison Administrator.

Proof (COPY or ORIGINAL) of Police certificates MUST be submitted 48 hours prior to your counselling appointment, or the counselling appointment will be cancelled and rescheduled.



2. APPLYING FOR A CHILD PROTECTION ORDER CHECK

The **application form(s)** can be accessed through the Melbourne IVF website: www.mivf.com.au

1. Click on 'Fertility Treatment' > 'Police Checks' > 'Applying for the required checks'.
2. Scroll down to 'Child Protection Order Check' then click 'Child Protection Order Check Form' and follow instructions to complete the form.
3. Complete in full, save with your name as the document title (e.g. Mary Smith.pdf).
4. Ensure your partner (if applicable) also completes the application form.
5. Please be sure to tick both boxes on the Declaration and Consent section found at the bottom of page 3
6. Email the **Child Protection Order Check** application form/s to Melbourne IVF at psadmin@mivf.com.au

If you are unable to submit by email, you may mail all documents to:
Melbourne IVF, 344 Victoria Pde, East Melbourne VIC 3002.

Please note, the Child Protection Order Check application Form/s are required to be emailed or mailed. Failure to do so may result in a delay in the application process and commencing treatment.

Melbourne IVF will forward your 'Child Protection Order Check' application forms to the Department of Health and Human Services (DHHS). Once processed, the DHHS will send the 'Child Protection Order Check' certificate directly to Melbourne IVF.

***** DHHS advise that completed online applications rather than handwritten ones are able to be processed quicker**

Commencing Assisted Reproductive Treatment (ART)

Once Melbourne IVF has received both your Police Record check and Child Protection Order check, we will process the checks in accordance with the ART Act 2008 legislation, and will contact you as soon as possible should we require any further information, prior to commencement of your treatment.

Once you are cleared for treatment you will receive a letter to advise you of this.

Please refer to our website for more detailed information about the checks. In the event you have any concerns regarding your Police Record or Child Protection Order checks, and how this may impact your ability to commence ART treatment, please contact our Counselling Manager, Marianne on (03) 9473 4444.

Melbourne IVF Patient Services Administrator Contact

If you have any questions regarding the process for undertaking the checks, we encourage you to call our Patient Services Administrators on (03) 9473 4444.