

Online Working With Children Check

Working With Children Checks (formally Child Related Employment Screenings) are processed online enabling our office to make the clearance renewal process more efficient and user friendly for homestay providers.

International Education Services as the requesting organisation will initiate your clearance in the DHS Screening Unit online system which will generate an automated email from the DHS Screening Unit.

After receiving the email with a link to your online application you can log on using the link and password provided.

You will be asked to update your password.

Once you log on, your activated uncompleted applications will appear on the screen.

Click on the linked application number and start your application.

Please complete all mandatory cells identified with a *

Dates

Hover over the dates as most dates required will accept year only, you are not required to enter the exact date if you cannot recall what it was.

Previous addresses

Make sure you include all previous addresses you can remember over the last 10 years, including addresses overseas.

The application will not be processed unless 10 years previous address details are provided.

100 Point Identification Check

To process your application, the DHS Screening Unit must be certain of your identity and must make sure you have undergone a 100-point identification check, which has been approved by an appropriate person.

There are three options available to verify your identity.

1. Verify Identity Online

Now You can verify your identity online using the Documentation Verification Service (DVS). This option is only available for Australian issued ID documents.

2. Requesting Organisation

You can show your original identity documents to your organisation's Verifying Officer who will then complete the process for you online.

3. Print and Seek Verification

You can print your application form and take this together with your original identity documents to an independent Verifying Officer. (This option can be used by new applicants seeking a screening and cannot use option 1 above.)

After you have submitted your application, you will receive a notification letter from the DHS Screening Unit to inform you of the outcome.

FAQ

The DHS Screening Unit has identified a number of commonly asked questions which have all been addressed in the FAQs on <https://dhs.sa.gov.au>

Approved on: 09.09.2022 Authorised by: Director, International Education