

CHILD PROTECTION ORDER CHECK

It is Victorian legislation that everyone accessing IVF or IUI needs to have a child protection order check complete prior to commencing treatment. A working with children check does not fulfil the legislative requirements and is not acceptable.

Please download and complete online the “Child Protection Order Check Application Form”. If you have a partner both you and your partner will each need to complete an application form. Once you have answered all questions and completed the application form (and it is important that all sections are completed) save the form as a pdf using your name as the title of the form (eg Mary Smith.pdf). Once complete email the form to checks@number1fertility.com.

It is important that all the form is completed otherwise we will not be able to accept the form or the form may not be able to be processed and you will need to complete it again which may delay treatment. Please include all alternative or previously used names on the application form including maiden name.

Summary:

- Download and complete **Child Protection Order Check Application Form**
- Ensure all questions have been answered and all sections are complete
- Save the form as a pdf using your name as title of form
- Email to checks@number1fertility.com
- Remember: A form is required for you and your partner

NATIONAL POLICE CHECKS

You will need to apply for National Police Checks for both you and your partner (if applicable) directly to the Victorian Police. There is a fee involved for each application and this is payable to the Victorian Police. The fee is located on the Victorian Police website. Police checks can take up to 3 weeks and we cannot proceed with treatment without sighting the original police check.

In order to complete the National Police Check form please:

- Visit the Victorian Policy website www.police.vic.gov.au/ and click on “Our Services” located on the left menu bar.
- Locate and click on “Police Record Checks”
- Scroll down and download the pdf “Online application form for the “National Police Certificate”
- In “**Section A: type of check required**” mark the “**National name check**”
- In “**Section E: Purpose of check**” “**Option 1**” mark “**Contact with children**” and under “Other” write “**IVF APPLICATION**”
- Submit the completed application
- Please submit the original form to a Number 1 Fertility team member and we will return the original Police Check to you once sighted.

If you have had a National Police Check in the past 5 years we will accept this.

Overseas and Interstate patients will need to complete a Police Check however this will be through the Australian Federal Police. For further details please contact our counselling department.