



DCSI SCREENING UNIT

Screening applications lodgement at Service SA Centres Commencing 30 January 2017



This new arrangement:

- applies to applicants in 'exceptional circumstances' only.
- replaces Australia Post services of this kind.

For people who are unable to apply online for their relevant history screening (and who have been granted 'exceptional circumstances' status), an alternative method for lodging and paying for paper application forms will commence as of 30 January 2017.

Approved applicants who meet 'exceptional circumstances' provisions (see below) will be able to go to any Service SA centre to submit and pay for their screening using **a credit card or debit card** (VISA or MasterCard) at any of [20 Service SA centres](#) in South Australia. A cash payment option will be available in the near future.

What are 'exceptional circumstances'?

If you cannot apply online because you:

- do not have the required identity documents (ie passport or drivers licence), or;
- live in a remote area without internet access, or
- are a legal minor.

your employer or volunteer organisation's requesting officer should contact the Screening Unit to outline your exceptional situation, by email DCSIScreeningUnit@sa.gov.au or telephone: 1300 321 592. If approved, the requesting organisation will be sent an application form (in hard copy or by email in PDF format).

How to purchase a temporary credit/debit card:

If the applicant does not have a credit or debit card, a temporary card (a **Load & Go VISA Card**) can be purchased from any Australia Post outlet and used to pay for screening at a Service SA centre.

Pay over the phone (only for those unable to get to a Service SA centre):

If you cannot get to a Service SA customer centre, you can pay using your credit card over the phone, by telephoning the DCSI Screening Unit and providing your credit card details.

The telephone number for these payments is **1300 321 592**.



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CONTACTING SERVICE SA (phone: 13 23 24)

Service SA centre locations

<ul style="list-style-type: none">• Adelaide HP Centre, 108 North Tce	<ul style="list-style-type: none">• Berri 29 Vaughan Terrace, Berri 5343
<ul style="list-style-type: none">• Elizabeth Shop 42 North Mall, Elizabeth Shopping Centre 50 Elizabeth Way, Elizabeth 5112	<ul style="list-style-type: none">• Gawler Northern Market Shopping Centre Cnr Cowan & Murray Street, Gawler 5118
<ul style="list-style-type: none">• Kadina 10 Digby Street, Kadina 5554	<ul style="list-style-type: none">• Marion 1 Milham Street, Oaklands Park 5046
<ul style="list-style-type: none">• Mitcham 15-17 Princes Road, Torrens Park 5062	<ul style="list-style-type: none">• Modbury 116 Reservoir Road, Modbury 5092
<ul style="list-style-type: none">• Mount Gambier 11 Helen Street, Mt Gambier 5290	<ul style="list-style-type: none">• Murray Bridge 19 Seventh St, Murray Bridge 5253
<ul style="list-style-type: none">• Naracoorte 14 Butler Terrace, Naracoorte 5271	<ul style="list-style-type: none">• Port Adelaide 64 Dale Street, Port Adelaide 5015
<ul style="list-style-type: none">• Port Augusta 9 Mackay Street, Pt Augusta 5700	<ul style="list-style-type: none">• Port Lincoln 73-75 Tasman Terrace, Pt Lincoln 5606
<ul style="list-style-type: none">• Port Pirie Shop 7-8, 72-80 Ellen St, Port Pirie 5540	<ul style="list-style-type: none">• Prospect Northpark Shopping Centre, 264 Main North Road, Prospect 5082
<ul style="list-style-type: none">• Regency Park Kateena Street, Regency Park 5010	<ul style="list-style-type: none">• Seaford Meadows 760 Grand Boulevard, Seaford Meadows 5169
<ul style="list-style-type: none">• Tranmere 172 Glynburn Road, Tranmere 5073	<ul style="list-style-type: none">• Whyalla 171 Nicolson Ave, Whyalla Norrie 5608

For more information about screening, in general, go to the Screening Unit website at:

www.dcsi.sa.gov.au/screening.

Kelly Tattersall
Director — Screening & Procurement
January 2017