



Screening Unit

When registering your organisation for DCSI online screening services, you will be required to provide contact details for people in the following roles:

SITE ADMINISTRATOR:

This person manages the organisation's registration using the DCSI Screening Unit's online application system. They are also responsible for completing the organisation's initial registration and maintaining the currency of the registration details. The Screening Unit does not contact the Site Administrator in relation to individual screening applications.

REQUESTING OFFICER:

This person is the primary contact in the organisation regarding administrative matters associated with screening applications. Requesting Officers will receive notification emails from the DCSI Screening Unit - including if/when an applicant receives a clearance following screening.

Requesting Officers are NOT permitted to access confidential data that may be part of a screening assessment.

AUTHORISED OFFICER:

This person is required to have a working knowledge of the screening applicant's prospective role and duties and has the high-level responsibility and authority to make recruitment and employment decisions in relation to the applicant.

The DCSI Screening Unit may liaise with the Authorised Officer in cases where potential risks have been identified during an assessment.

The Authorised Officer will also receive confidential screening assessments relating to employees, volunteers and students and is responsible for making final decisions as to suitability for employment or engagement within that organisation. The Authorised officer is required to complete and submit a [Deed of Confidentiality \(PDF\)](#)

It is strongly recommended that all authorised officers read the [Confidentiality Guidelines for Authorised Officers](#).

FINANCE OFFICER:

This person will be contacted (as required) in relation to payment and invoicing matters. A Finance Officer is not required if your organisation intends to pay by credit card.

VERIFYING OFFICER:

This person is responsible for verifying the applicant's identification by meeting the requirements of a 100 point check. Verifying Officers can have a variety of credentials, including Justices of the Peace, public officials, health professionals and permanent government employees. Please note: the verifying officer should **not** be a close relative of the applicant.

For further details on who can verify, refer to [Permitted Verifiers List \(PDF 214.5 KB\)](#).

For large or more complex organisations, multiple officers may be nominated for each officer role.