



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:

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](#).

REQUESTING OFFICER:

This person is the primary contact in the organisation regarding administrative matters associated with screening applications. If the organisation has been approved for payment of screening checks on invoice, DCSI will only accept forms approved (on the front page) by a nominated Requesting Officer(s).

Requesting Officers will receive notification emails from the DCSI Screening Unit including when an applicant receives a general clearance.

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

SITE ADMINISTRATOR:

This person manages the Organisation's registration on DCSI's on-line application system and is responsible for completing the organisation's initial registration and maintaining the currency of the registration.

The Screening Unit will not contact the Site Administrator in relation to employee screening applications.

FINANCE OFFICER:

This person will be contacted (as required) in relation to payment and invoicing matters.

Please note: A nominated Finance Officer is not required if your organisation intends to pay by credit card or if screening applications will be lodged and prepaid at an Australia Post outlet.

VERIFYING OFFICER:

This person is responsible for verifying the applicant's identification using the one hundred (100) point check. Verifying Officers can have a variety of credentials including Justices of the Peace, public officials, health professionals and permanent government employees. For further details on who can verify, view the [Permitted Verifiers Information Sheet \(PDF 214.5 KB\)](#).

Please note: the verifying officer should **not** be a close relative of the applicant.

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