

AUTHORISED VISITORS CHECK LIST

NEW APPLICATION:

Please complete the following forms. Prior to mailing this documentation to the Department of Corrective Services, ensure you have completed all documentation below and had all documentation duly witnessed where appropriate:

- Criminal Record Inquiry (Non-Offenders) form**
(**Important: Section A - Proof of Identity** – the department will **accept two (2)** of the following e.g. Driver's Licence, Student Card, Medicare Card, Passport – please ensure that applicants **DO NOT INCLUDE bankcard/bank account card details** for privacy and security of the applicant)
- Annexure 8.7a** – Criminal Record Inquiry Disclosure Authority form
- Annexure 15.6** – Request for an Authority to Enter Correctional Centres and/or Court Cell Complexes
- Annexure 15.1** – Standard Conduct Agreement
- Annexure 15.2** – Obligations of the Parties Generally
- Two (2) Colour Passport size photographs** (to be renewed every 5 years)
- A “**certified**” **photocopy of ONE** of the following:
driver's licence ; passport; photo ID issued by a Government Department or Authority; birth certificate or other form of photo identification not listed

Please note that the **photocopy must be certified by an executive member of the organisation** you work for as having been photocopied from the original document.

RENEWAL APPLICATION:

If you have an existing Authority, 6 – 8 weeks prior to the expiry date, the following documentation is to be completed:

- Criminal Record Inquiry (Non-Offenders) form**
- Annexure 8.7a** – Criminal Record Inquiry Disclosure Authority form
- Annexure 15.7** – Application for *Renewal* Authority to Enter Correctional Centres and/or Court Cell Complexes