
NEW DCSI ONLINE SCREENING APPLICATION SYSTEM

The DCSI Screening Unit has developed a new online process for screening in South Australia.

The first step of this process: **Organisation Registration** opened on 1 July 2015.

For those organisations who have not yet registered, please refer to [Registering your organisation for online screening](#).

The second step of the process: the **Online Application Form** is now available.

Please remember that screening applications in South Australia must be initiated by a registered organisation. To get started, you need to have a current email address and an organisation to initiate an application on your behalf.

Once an organisation has initiated an application for you, you will receive an email from the DCSI online system providing you with a secure login, user name and password for your own account.

As soon as you login into the system using these details, you will be asked to create your own unique password. You can then proceed to complete the application form online.

Easy online help tools are provided throughout the application process to assist you.

Other things you will need to finalise your application:

- Information on your residential history for at least 10 years.
- A credit or debit card (Visa or MasterCard only) if you paying for your own screening.
- Identity documents such as a birth certificate, Australian citizen certificate, passport and driver's licence to enable you to undertake a 100-point identification check.

You will not be required to sign your application form as you will be providing your information in a secure user-identified environment and the process has been initiated by a requesting organisation.

You will however, be required to accept a declaration statement before submitting your application form, to secure the approval of submission of the application.

The new online system has not affected fees. The screening assessment process also remains the same.

If you require further information, need any assistance or would like to provide us with feedback, please contact the Screening Unit at DCSI.Screeningonline@sa.gov.au

Further updates and information will continue to be provided as the system evolves.

