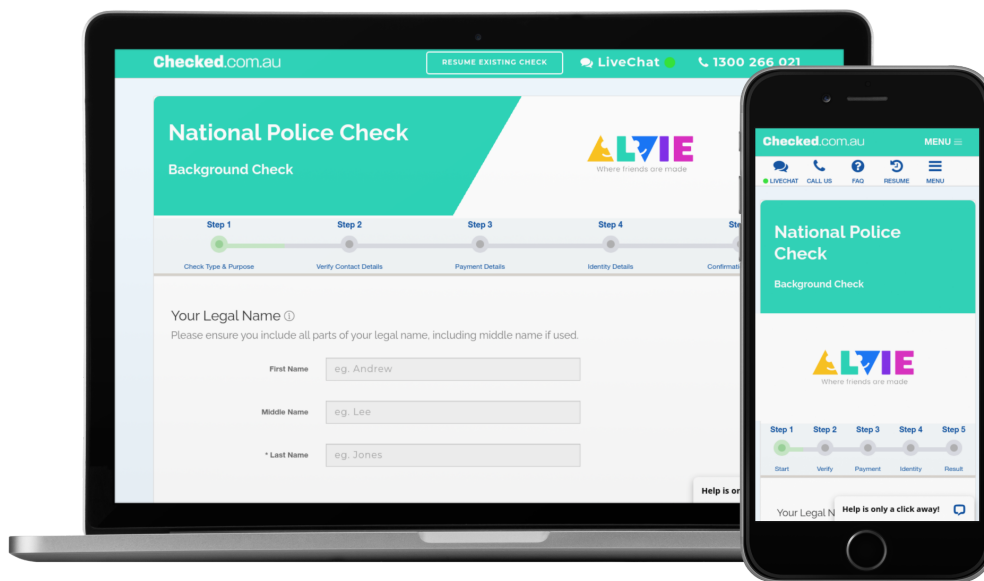


Checked Australia - Alvie Member Background Check Experience Flow



Last Updated 05/07/2023

Step 1 - Alvie Handover to Checked

Essential Applicant Details


(info Pre-filled from Alvie profile where available)

Checked.com.au

[RESUME EXISTING CHECK](#)
LiveChat
1300 266 021

National Police Check

Background Check



Step 1

Check Type & Purpose

Step 2

Verify Contact Details

Step 3

Payment Details

Step 4

Identity Details

Step 5

Confirmation & Result

Your Legal Name [ⓘ]

Please ensure you include all parts of your legal name, including middle name if used.

First Name ✓

Middle Name ✓

*** Last Name** ✓

I use a Single Name

Frequently Asked Questions (Click To See Answers)

[Q\) What is a "Single Name"?](#)

Contact Details

Email Address ✓

Mobile Number ✓

Check Type & Purpose

The information for the Check Type & Purpose has been pre-selected to comply with the requirements of Alvie. If you need more information regarding these aspects of the National Police Check, please contact Checked Australia, using our [Contact Us Page](#).

Town/City/Location of Role/Position (eg Brisbane) ✓

State/Territory for Role/Position (eg QLD) ✓

I acknowledge and accept the Checked Terms & Conditions and delivery of the service in accordance with the Privacy Policy.

START CHECK


Step 2 - Contact Details Verification

(validates Phone or Email access via code verification)

Checked.com.au LiveChat 1300 266 021

Verify Contact Details

Background Check



Step 1 **Step 2** **Step 3** **Step 4** **Step 5**

Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Please Verify Your Contact Details Below [Why?](#) ⓘ

To ensure no delays in sending your check result, please confirm your contact details below.

We've sent you an SMS Code to:

1300266021

We've also sent you an Email Code to:

sample@checked.com.au

[Change Phone or Email Details](#) ⓘ

Enter the 8-character code that was sent to either your mobile phone OR email address.

* Enter Code Sent To Mobile OR Email ✓

CONFIRM CODE

[RESEND CODE](#) ⓘ

Step 3 - Order Confirmation


Order confirmation step - no payment required as covered by Alvie account

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National Police Check

Background Check

Applicant: Sample Jones Test
Reference ID: 8935303



[SAVE CHECK PROGRESS](#)

Step 1 **Step 2** **Step 3** **Step 4** **Step 5**

Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Order Details

PAYMENT NOT REQUIRED AT THIS STAGE - PLEASE FINALISE CHECK BELOW

This National Police Check has already been pre-paid by Alvie - no payment is required at present , although non-eligible/fraudulent applicants will have their applications automatically cancelled. Additionally, this check will specifically state that it is only applicable for use with Alvie and will not be valid for any other purpose.

[CONTINUE TO NEXT STEP](#)

Step 4 - Essential Birth Details

Verify existing details pre-filled & provide birth details

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National Police Check

Background Check

Applicant: Sample Jones Test
Reference ID: 8935303

SAVE CHECK PROGRESS

Step 1 Step 2 Step 3 Step 4 Step 5
Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Your Personal Details

Birth Details

Date of Birth: 1 ✓ September ✓ 1977 ✓
Gender: Male ✓

Birthplace

Country of Birth: Australia ✓
Birth Town: Gosford ✓
Birth State: NSW ✓

Legal Name

First Name: Sample
Middle Name: Jones
* Last Name: Test

I use a Single Name
Frequently Asked Questions (Click To See Answers!)
What do I do if I only have a single name?

Your Contact Details

Mobile Number: 1300266021
Email Address: sample@checked.com.au

CONTINUE NEXT STEP

Step 6: 5 Years Residential History

Provide residential history for 5 years

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National Police Check

Background Check

Applicant: Sample Jones Test
Reference ID: 8935303

[SAVE CHECK PROGRESS](#)

Step 1 **Step 2** **Step 3** **Step 4** **Step 5**

Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Your Address Details

In order to minimise delays, we require your current residential address (in Australia), and if applicable, any other addresses in the last 5 years (which might be overseas addresses).

Current Residential Address

Current Address	
* Country	Australia ✓
* Street Number & Name	100 George Street ✓
* Suburb	Sydney ✓
* State	NSW ✓
* Postcode	2000 ✓

Step 7: Other / Previous Names


Provide other Names known by, maiden names etc

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National Police Check

Background Check

Applicant: Sample Jones Test
Reference ID: 8935303



[SAVE CHECK PROGRESS](#)

Step 1 Step 2 Step 3 Step 4 Step 5
Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Previous Names, Maiden Names or Aliases

In order to minimise delays, we require the details of any previous names, aliases or maiden names you may currently go by or have previously held.

Do you currently/or have been known by any other names or aliases (including maiden names)? YES NO ✓

Other Names

[REMOVE NAME](#)

Name type: Maiden Name ✓

First Name: Maiden ✓ Middle Name: Name ✓ * Last Name: Jones ✓

[I use a Single Name](#)

Stage 8a: ID Upload method Selection

SMS Sent to Applicant Mobile to start ID Upload step or upload from PC
If on mobile device, continues straight to photo selection via Mobile Camera

The screenshot shows a web interface for a 'National Police Check'. At the top, there is a green navigation bar with 'Checked.com.au', a 'SIGN OUT' button, 'LiveChat', and the phone number '1300 266 021'. The main content area has a teal header with 'National Police Check' and 'Background Check'. Below this, it says 'Applicant: Sample Jones Test' and 'Reference ID: 8935303'. A 'SAVE CHECK PROGRESS' button is visible. A progress bar shows five steps: Step 1 (Check Type & Purpose), Step 2 (Verify Contact Details), Step 3 (Payment Details), Step 4 (Identity Details), and Step 5 (Confirmation & Result). Step 4 is currently active. The main heading is 'Identity Document Upload' with the question 'How do you wish to provide images of your ID Documents?'. Two options are presented: 'TAKE PHOTOS USING MY MOBILE PHONE CAMERA (RECOMMENDED)' and 'UPLOAD FROM THIS COMPUTER/PHONE/IPAD'. A blue callout box on the left provides instructions for the mobile camera option and includes a small image of a person holding a phone.

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National Police Check

Background Check

Applicant: Sample Jones Test
Reference ID: 8935303

SAVE CHECK PROGRESS

Step 1 Step 2 Step 3 Step 4 Step 5

Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Identity Document Upload

How do you wish to provide images of your ID Documents?

TAKE PHOTOS USING MY MOBILE PHONE CAMERA (RECOMMENDED)

UPLOAD FROM THIS COMPUTER/PHONE/IPAD

Use this option if you have access to a trusted mobile phone, it's internet enabled, and you can take photos with the phone.

NOTE: We recommend using this option even if you are on a computer right now, as it will save you having to transfer the photos to your computer and then upload them.

Stage 8b: ID Upload Process

Capture Government Requires for Commencement, Primary and 2 x Secondary Docs
+ Selfie with ID

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Upload the following in the order they show:

This list will get smaller as you upload documents for each category (we will only require enough documents until the ID Upload Requirements for each category are met):

- Australian Passport**
Commencement
[CLICK TO UPLOAD THIS ID](#)
- Australian Drivers Licence**
Primary
[CLICK TO UPLOAD THIS ID](#)
- Bank Card / Debit Card / Credit Card**
Secondary
[CLICK TO UPLOAD THIS ID](#)
- Australian Electoral Enrolment (Voting)**
Secondary
[CLICK TO UPLOAD THIS ID](#)
- Selfie Photo - Holding any Photo ID**
Biometric Link
[CLICK TO UPLOAD THIS ID](#)

Do you need ID help?

If you have the ID documents, but not with you at the moment (at home etc) you can save your check and upload later:

[SAVE CHECK AND FINISH LATER](#)

If you want to change the ID documents you selected, click below:

[CHANGE ANSWERS FOR ID QUESTIONS](#)

If you still need assistance, we're here to help, contact us on LiveChat or email support@checked.com.au:

[LiveChat](#)

Stage 9: Consent & Submission

Applicant provides appropriate consents and submits - handover back to Alvie.

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National Police Check

Background Check

Applicant: Sample Jones Test
Reference ID: 8935303

[SAVE CHECK PROGRESS](#)

Step 1 Step 2 Step 3 Step 4 Step 5

Check Type & Purpose Verify Contact Details Payment Details Identity Details Confirmation & Result

Check Request Summary

The following check/s will be conducted by Checked Australia for **Sample Jones Test**, as requested by **Alvie**:

- **Police Check**

These check/s are to be conducted for the purpose of **Alvie Membership at Alvie in Brisbane, QLD (Unsup Vuln Grps)**.

Informed Consent & Submission

To finalise your check, please ensure that you review the [Informed Consent Declaration](#) and [ACIC General Information](#), and then sign in the panel below to provide consent.

Signature Help: Please do not be concerned if your signature is not 100%, as it will naturally look different when signed digitally.

Sign Here with Mouse or Finger

Delete Signature

Employer / Organisation Disclosure

You are able to authorise us to disclose your National Police Check results directly to a chosen employer or organisation once they are issued. Please include their details below and check the box to indicate consent.

Organisation Name: Alvie Pty Ltd

Organisation ABN: 70653536068

Applicant also receives email notification (wording can be tailored as required or notification suppressed entirely)

From: Checked Australia <talentsupport@checked.com.au>
Subject: **Check - Confirmation - [ID# 7322180]**
Date: Sep 13, 2022 11:40:07 AM AEST
To: sdf@sfsfc.com

Hi Andrea,

Thanks for conducting your check with Checked Australia. We can confirm that we've received all the information provided by you.

Your Check ID is: 7322180

We have now begun processing your check, and we'll send another email shortly as soon as we have an update on the status of your check.

Kind Regards,

Checked Australia - Sydney Support Team
w: www.checked.com.au
e: support@checked.com.au