

## Department of human services on-line screening application process for department for education - adult entry students

**Adult students** are defined as someone 18 years or over, or a person who has not attended school for over 6 months and is under 18 years, who enrolls in an education program at a department site. It does not include continuing students who turn 18 in the course of their studies, as long as there has not been a gap of six months or more in their enrolment.

Adult students are required to have a DHS child-related employment screening before they can commence study in a department school.

**If you are enrolled in a school you can** request that the 'site requesting officer' initiates the online application process. A link to the [online application](#) will be forwarded to your personal or work email address once initiated.

**If you are a prospective student seeking to enrol in a department school you must identify the school where you want to enrol and** request that the 'site requesting officer' initiates the online application process. A link to the [online application](#) will be forwarded to your personal or work email address once initiated.

### 100 point identification check

To process your application, the DHS Screening Unit must be certain of your identity and must make sure you have undergone a [100-point identification check](#), which has been approved by an appropriate person.

There are three (3) options available to verify your identity and this link explains the option for you to use to get your [identity verified](#):

1. You can verify your identity online using the documentation verification service (DVS). For more information visit: <http://www.dvs.gov.au/Pages/default.aspx>
2. You can show your original identity documents to your school's verifying officer who will then complete the process for you online. (This option can be used by adult students already enrolled in a department site if they cannot use option 1 above.)
3. You can print your application form and take this together with your original identity documents to an independent verifying officer. (This option can be used by new applicants seeking a screening and cannot use option 1 above).

### Payment

All adult students are required to pay for their own screening. This will be recorded by the requesting officer at the time of registering you for an on-line application. After you completed your 100 Point Verification you will be directed to the [pay fees](#) screen where you will be required to pay the fee using a **visa** or **master card**.

A printable receipt with a reference number will be available when your payment has been confirmed.