NDIS Clearance Instruction Manual

Please follow the steps below to complete NDIS Worker Check:

1. Go to the Department of Human Services website:
    https://screening.sa.gov.au/applications/application-information-for-individuals.

2. Click 'Apply Now'

    Apply for a check

3. Fill out your personal information, tick '**NDIS worker check**' and select applicant type
    Note: Ignore 'Reference Number' as it is not required

4. Please tick both the boxes under the NDIS Worker check Declarations (see below)

Applicant Type*	Current Employee

    NDIS worker check residency and work eligibility declarations

    Please complete the following questions to help us decide if you are eligible to apply for an NDIS worker check in South Australia.

    Do you reside, or intend to reside, in South Australia? ☑

    Do you undertake NDIS work, or intend to undertake NDIS work, in South Australia? ☑

5. **Please enter the Entrée's NDIS Employer ID Number** - 4-G6PMNAC (see below) and click search

NDIS Employer Id	4-G6PMNAC	Search

6. Click '**Add Employer**' to confirm you are working with Entrée Recruitment. Please unsure under 'Selected Employers' it notes: 4-G6PMNAC - Entrée Recruitment (see below)
    Note: This clearance is valid across multiple employers, not just Entrée

NDIS Employer Id	4-G6PMNAC	Search

NDIS Employer ID	Name	Address
4-G6PMNAC	Entree Recruitment	Unit 1, Level 5 81 Flinders Street, ADELAIDE SA 5000

    Add Employer   Clear Selected Employer List

    Selected Employers
    - 4-G6PMNAC - Entree Recruitment

7. Click 'Start Application'

8. You will receive a notification advising that '**You will receive an email shortly afterwards containing your username and a link to set your password for your application.'**

9. Open the Email from the DHS (Account Security) and click on the link to 'Finish Setting up at your account'. Please note down your username.

10. Create a new password and click 'Proceed to log in' using the username provided in the email.

11. Click on your Application ID number and fill out personal details for the application.
Note: Ignore 'Reference Number' as it is not required'.

12. Once completed, you will need to provide 100 points of ID for an Identification check. You can either.
    a. Verify online by providing copies of ID documents (Recommended - quick and easy)
    b. Print the application and seek verification

Please refer to this link for a list of potential documents and ID points:
https://screening.sa.gov.au/about-checks/proof-of-identity.

If you have selected print and seek verification, you will receive the below message from the DHS.

13.
    a. Once you have paid for and submitted your application, you will receive an email with your application information attached. Please print your application form and take this form together with ORIGINAL copies of your identity documents to an independent Verifying Officer.
    b. Once your identity has been verified you can email your completed application form to DHSScreeningUnit@sa.gov.au or post it to the Screening Unit at GPO Box 292 ADELAIDE 5001.
    c. For details on who can verify your documents please visit:
    https://screening.sa.gov.au/__data/assets/pdf_file/0007/80737/Permitted-verifiers.pdf . The Verifying Officer will then confirm that they have sighted your documents and will verify your form. Please note: At least one category A document or One Category B document (which contains a photograph) must be used."

14. Once you have completely submitted your application, made payment and verified your ID, please send mail@entree.com.au your NDIS workers screening clearance once it has been returned to you as cleared. We will then update your employee file.

15. To note, if you do not receive a new clearance before your current one expires you will not be allowed to attend work.

16. Any questions you may have can be directed to the DHS Screening unit on 1300321592.

17. Process Complete.