

## NOMINATED OFFICER ROLES



When registering your organisation for DCSI online screening services, you will be required to provide contact details for people in the following roles:

### SITE ADMINISTRATOR:

This person manages the organisation's registration using the DCSI Screening Unit's online application system. They are also responsible for completing the organisation's initial registration and maintaining the currency of the registration details. The Screening Unit does not contact the Site Administrator in relation to individual screening applications.

### REQUESTING OFFICER:

This person is the primary contact in the organisation regarding administrative matters associated with screening applications. Requesting Officers will receive notification emails from the DCSI Screening Unit - including if/when an applicant receives a clearance following screening. Requesting Officers are not provided with access to any confidential data that may be part of a screening assessment.

### AUTHORISED OFFICER:

This person is required to have a working knowledge of the screening applicant's prospective role and duties and has the high-level responsibility and authority to make recruitment and employment decisions in relation to the applicant. The DCSI Screening Unit may liaise with the Authorised Officer in cases where potential risks have been identified during an assessment.

### FINANCE OFFICER:

This person will be contacted (as required) in relation to payment and invoicing matters. A Finance Officer is required if your organisation intends to pay by credit card online.

### VERIFYING OFFICER:

This person is responsible for verifying the applicant's identification by meeting the requirements of a 100 point check.

To act as a verifying officer, a person must have certain credentials. For details about who can act as a verifying officer, refer to our [Permitted Verifiers List \(PDF 214.5 KB\)](#) located on our website: [www.screening.dcsi.sa.gov.au](http://www.screening.dcsi.sa.gov.au).

Please note: A verifying officer must **not** be a close relative of the applicant.

**For large or more complex organisations, multiple officers may be nominated for each officer role.**