

# Screening Application Status







## Online Search for Screening Application Status

The DCSI Screening Unit has introduced a search option, which you can use to conduct a search online, and find out the current status/progress of a screening application.










- An **application status** search can be conducted by the applicant or their registered requesting organisation to find out about progress of an applicant's screening application; OR
- A requesting organisation can search from within the [screening portal](#) to check an applicant's screening status with an 'Organisation Initiated Application Search' or confirm a current clearance using a 'Person Search'.

The alphabetically-sorted list below contains a description of the status result you may see once you have conducted a search, and indicates what action (if any) is now required and by whom.

CODE: For action by:  Applicant  Requesting Organisation  Screening Unit

Status	Description	Action by
Applicant Queried	The application has been successfully completed and submitted and is now being assessed; however more information is now required from the applicant in relation to their assessment. Therefore a query has been emailed to the applicant and the Screening Unit is awaiting a response before the assessment can progress further.	
Commenced	The application has been submitted and assessment has commenced. The applicant/requesting organisation will be contacted if the applicant is required to provide any further information in relation to their screening, or once the screening has been finalised. Note: The majority of assessments take less than 30 days to finalise, however some may take 6-8 weeks or longer.	
Expiry date	The Requesting Officer has initiated an application but the applicant has not yet activated their account. If not activated, the application will expire approximately one month after being initiated.	
Finalised	The screening assessment has been finalised, i.e. an outcome has been determined and the applicant/requesting organisation has been (or is about to be) advised. A finalised screening can have an outcome of Cleared, Not Cleared or Withdrawn eg If a screening was withdrawn during the assessment stage, it will have a status of 'Finalised' with an outcome of 'Withdrawn'.	
In Progress	The applicant has activated their application and has now to complete and submit it to the Screening Unit so that assessment can commence.	
No submitted applications found	No application for this applicant has been submitted.	 

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Status	Description	Action by
Pending Paper Copy	The applicant's identity is yet to be verified, however the online verification method is unsuitable and therefore the 'Print and Seek' option has been selected. The printed and signed application form is to be sent to the Screening Unit once the applicant's identity has been verified by an independent verifier.	 
Returned to Applicant	The application has been completed and submitted by the applicant, however, they have been notified that there is an error in the application which is to be addressed before the applicant resubmits their application.	
Submitted	The application has been successfully completed and submitted to the Screening Unit and will proceed to assessment.	
Waiting Payment	The applicant or organisation has yet to pay for the application. The application must be paid for by credit card online before the application can proceed (unless the organisation is an account holder and will be invoiced for the screening).	 
Waiting to be Submitted	The application has been verified and payment has been received (for all credit card payments). The applicant is now required to select the 'Complete' button to review, finalise and then submit the application.	
Waiting Verification	The online identity verification method has been selected in the online form, but the verification process has yet to be completed.	 
Withdrawn	A submitted application or screening has been withdrawn prior to commencement of the assessment process. Note: Any screenings withdrawn once assessment has commenced will instead have a status of 'Finalised' and an outcome of 'Withdrawn'.	

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