

December 2017

Working with Children Check

Requirements, costs and procedures for each state and territory

Victoria.....	1
New South Wales.....	2
Queensland.....	2
South Australia	3
Western Australia.....	3
Tasmania.....	4
Northern Territory	5
Australian Capital Territory	6

Victoria

www.workingwithchildren.vic.gov.au

The Check is free for volunteers.

1. Fill in the [online application form](#) and verify your identity online. [Proof of identity requirements](#)
2. Check the email that will be sent to you with instructions on how to finalise your application at Australia Post.
3. At Australia Post, your photo will be taken at no charge to you.

It generally takes three weeks for applications to be screened and the information to come back to the department. If you have a common name, or the screening check reveals relevant criminal activity or reports about professional conduct, it can take up to 12 weeks to process your application.

If you pass the Check, you will receive an email. Your card will take about two weeks to arrive by post and allows you to do *child-related work* for five years.

New South Wales

<https://www.service.nsw.gov.au/transaction/apply-working-children-check>

The Check is free for volunteers.

1. Select the '[Apply online](#)' button.

Proof of identity requirements: driver licence, NSW Photo Card number or other [identity documentation](#)

2. Select 'Apply for your Check'.
3. Complete the online form ensuring the name you enter matches your identity document exactly.
4. Visit a Service NSW centre to present your identity document.

Once you have provided proof of identity to a Service NSW centre (not your local Council), most people will receive their results within a few days. However please allow four weeks before being in contact to enquire about your application's progress. Once your application has been processed, you will receive the outcome by email.

Once cleared, you will be issued a Working With Children Check number. There is **no certificate or card**. The Working with Children Check is valid for 5 years from the date of issue.

Queensland

<https://www.bluecard.qld.gov.au/>

The Working with Children Check is also known as the blue card check. The Check is free for volunteers.

Note: Registered teachers or police officers in Queensland do not apply for a blue card, and in certain circumstances, may need to apply for an exemption card. Read about [teacher exemptions](#) or [police officer exemptions](#).

As a guide, allow at least 28 business days for your application to be processed. Blue Card Services will provide written confirmation of the issue of a blue card.

Blue cards for volunteers are valid for three years.

Complete the [Blue card application \(BC\) form](#)

[Blue card process for volunteers](#)

[Proof of identity requirements](#)

Applications may be lodged by one of the following methods:

[Scan and upload](#)

By post: PO Box 12671, Brisbane George Street QLD 4003

In person: 53 Albert Street, Brisbane QLD 4000

By fax: 07 3035 5910

South Australia

<https://screening.dcsi.sa.gov.au/screening-process/how-to-apply/apply-online>

The screening fee for Volunteers is \$57.20.

In South Australia, screening is an organisation-driven process. Please provide AMSI with your full name, date of birth and a current email address.

Once AMSI has initiated an application, you will receive an email from the DCSI Screening Unit providing login instructions. You can then complete your application online.

[How to Start Your Application, FAQ Information for Applicants](#)

[Proof of identity requirements](#)

If no risk is identified that requires further assessment, the turnaround time to obtain a clearance should be approximately 30 business days. A letter of clearance will be mailed to successful applicants. This will be printed on green security paper.

Note: Screening clearance letters are an important document and should be kept in a secure place, as replacement letters cannot be provided.

The clearance is valid for three years.

Western Australia

<https://workingwithchildren.wa.gov.au/>

The screening fee for Volunteers is \$11.00.

WWC Check application forms are only available from authorised Australia Post outlets or you can contact the WWC Screening Unit; this is because each form has a unique identifier. WWC Check application forms are NOT available online for download. [Click here to find an authorised Australia Post outlet near you.](#)

AMSI will also need to complete and sign parts of your application form.

[Instructions](#) on how to apply and tips on how to complete your Application for a WWC Check form and proof of identity requirements

Once completed, lodge your application form at an authorised Australia Post outlet. To lodge your application, you will need to present the required [identity documents](#), pay the required fee and have your photo taken.

Keep your application receipt, as it is proof that you have a pending application and in most cases this allows you to start or continue your child-related work. However if you have a conviction for a Class 1 offence committed when an adult, or have a current Interim Negative Notice or Negative Notice, you must not start or continue child-related work.

You will be issued with an Assessment Notice, in the form of a WWC Card, valid for three years.

Tasmania

http://www.justice.tas.gov.au/working_with_children

http://www.justice.tas.gov.au/working_with_children/application

The screening fee for Volunteers is \$18.36.

To apply, you need to:

- complete the [online application form](#)
- print the application receipt, which will be generated when you complete the application or write down your reference number
- pay the application fee (online by credit card or at Service Tasmania)

You must then visit a Service Tasmania Shop to:

- verify your identity, read the fact sheet [Proof of Identity](#)
- have your photo taken
- pay the application fee shown on your application receipt (if you haven't already paid online).

What information you will need to have ready

- the full address of every place you have lived over the last five years (including dates you lived at the addresses)
- details for each organisation you will be doing paid or volunteer child-related work for including the name, address, phone number, contact person, start date and email address
- your place of birth
- details of periods you have lived outside of Australia (including dates you lived in those countries)
- details of any overseas offences
- details of any family violence orders, restraint orders, apprehended violence orders, child protection orders (taken out against you)
- drivers licence number and expiry date if you intend to use this to prove your identity.

It's important to allow time for your application to be processed. We recommend you apply **at least six weeks** before you need your Working with Vulnerable People Registration. If your application is successful, you will be posted a Working with Vulnerable People Registration Card. If there are any issues with your application, you will be contacted by post or email (as indicated in your application).

The registration is valid for three years.

Northern Territory

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

A working with children clearance is also called an Ochre Card, and costs \$5.00 if a [volunteer concession form](#) is completed.

You must complete the [online application](#) for a working with children clearance in one sitting. You cannot save your information and return to it.

You will need all of the following ready:

- a debit or credit card - MasterCard or Visa only
- an email address
- an Australian residential and postal address
- scanned copies of your [identity documents](#), a passport-sized [photo](#) and a completed [volunteer concession form](#) (signed by AMSI) to pay the reduced fee.

Provide your scanned documents in GIF, JPG, PDF, PNG or TIFF format.

You can apply in person or by post if you can't apply online. Complete the [working with children clearance form](#).

Apply in person

Step 1. Go to any of the following places:

- SAFE NT at 37 Woods Street, Darwin (open Monday to Thursday 8.30am to 4.30pm and Friday 9.30am to 5.30pm)
- a [Territory Business Centre](#)
- a Northern Territory Police station - go to the [contacts page](#) of their website.

If you apply at the SAFE NT office in Darwin, a free photo will be taken of you for your Ochre Card. If you cannot submit your form to the SAFE NT office, you must provide a suitable passport-sized photo of yourself.

Step 2. Submit your completed forms, [identity documents](#) and photo if required to any location listed above and pay the fee.

Step 3. Your identity documents will be checked on site.

Apply by post

Step 1. Copy your identity documents, being sure to provide 100 points of appropriate documentation and at least one piece of photo identification.

Step 2. Get a suitable passport-sized photo of yourself for your Ochre Card.

Step 3. Fill in the payment option on your form or provide a bank cheque. Do not send cash.

Step 4. Send your completed forms and attachments to SAFE NT, GPO Box 39764, Winnellie 0821.

The Working With Children Clearance notice, the Ochre Card, is valid for two years. It is issued by the screening authority.

Australian Capital Territory

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/related/1

Registration is free for volunteers.

The online application form is currently experiencing technical difficulties. Please download and complete the [Working with vulnerable people application for registration \(Word Doc\)](#) or [\(PDF Doc\)](#) and lodge your application as per the instructions below.

1. Complete an application for WWVP registration
2. Attend your local [Access Canberra Service Centre](#) to verify your identity and have your photo taken.

3. Receive your WWVP registration card by post after Access Canberra has assessed your application.

[Proof of identity requirements](#): click on the + symbol for the details

At a shopfront

If you are lodging your application at a shopfront you need to take:

- a completed signed application form;
- proof of identity documentation.

A photograph will be taken at the shopfront.

By post

If you are lodging your application by post you need to send:

- a completed signed application form;
- certified proof of identity documentation as described above;
- two photos (refer to photo requirements below).

Applicants may send applications to:

Background Screening Unit
Access Canberra
GPO Box 158
Canberra ACT 2601

Photo requirements

Postal applications must include an Australian Passport Photo Card from Australia Post, or two recent identical colour 'passport standard' photos.

Applicants that provide 'passport standard' photos must have an authorised person under the [Statutory Declarations Act 1959 \(Cwlth\)](#) such as a Justice of the Peace, solicitor or Police Officer, endorse the back of at least one of the photos. The endorsement must read 'This is a true photo of (the applicant's name)'.

Based on the outcome of the risk assessment, you may be issued with a registration card with a unique identifying registration number that is valid for up to three years. You must carry the card at all times while engaged in a regulated activity, as you may be asked to produce it to verify current registration.