

Obtaining your NSW Working with Children Check:

Applying for a Working with Children in NSW is a two-step process-

1. You must complete an application
2. You must then attend a Services NSW or RMS office location with 100 points of ID to have them verify your identification.

in order to apply, you can either:

1. Follow the instructions below and apply online or;
2. Go to your local Services NSW or RMS office and ask them to assist you complete the application.

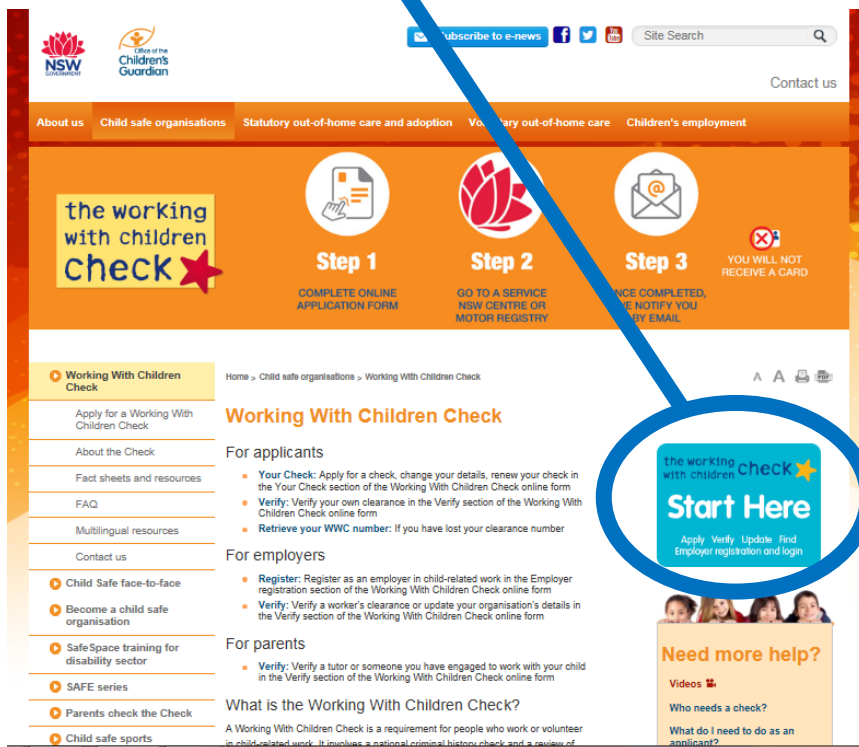
If you need assistance completing the application, your local Conference President can assist you.

Online Application:

If you wish to apply online navigate to the Children's Guardian Website at:-

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

1. Click the blue "Start Here" icon



2. Select “Apply for your Check”

NSW GOVERNMENT Office of the Children's Guardian

Site Search

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Questions before you start?
See our FAQ, video tutorials and fact sheets

FAQ
Frequently asked questions about the Working With Children Check

FOR EMPLOYERS
Video tutorial: How to register (4:10)
Video tutorial: How to verify (4:30)
Video tutorial: Information for reporting bodies (4:31)

FOR INDIVIDUALS
Video tutorial: How to apply (4:03)
Overseas applicants (105.7KB)
Phase-in schedule (109.3KB)

Working With Children Check

Your Check

Find your WWC number

Apply for your Check

Update your details

Change your status to paid

Verify

Individuals (e.g. parents) verify

Employer log in and verify

Employer registration

You must register as an employer to access the new system.
Once you have registered, log in to verify an individual's Working With Children Check status.

Register as an employer

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3. Complete your personal details.

Under 'Purpose for Check' – choose 'Volunteer'

Under Child-related sector* - choose 'Clubs or other bodies that provide services to children'

the working with children check

You are filling out a NSW Working With Children Check Application.

Application for a NSW Working With Children Check

PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Personal details

Title *
Please select

First given name *
OR
☐ No first given name
Other given names *
☐ No other given names
Family name *
☐ Single name only

Gender *
☐ Female ☐ Male ☐ Unknown / other
A minimum of 1 contact number is required

Home / private phone (include area code)
Business phone (include area code)
Mobile
Email address
Please confirm your email address
Street address *
Suburb / Town *
State *
Postcode *
Country *
Mailing address *
☐ Same as above
Street address *
Suburb / Town *
State *
Postcode *
Country *

Birth details

Date of birth *
Town *
Country *
Australia
State / Territory *
Please select

Purpose for check *

☒ Paid employee
☐ Self employed
☐ Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child-related sector *

Please select

- Adult household member
- Authorised carer
- Child development
- Child protection services
- Children's health services
- Clubs or other bodies providing services to children
- Disability services
- Early education and child care
- Education
- Entertainment for children
- Justice centres
- Parent Volunteer - Disability
- Parent Volunteer - Mentoring
- Parent Volunteer - Other
- Religious services
- Residential services
- Transport services for children
- Youth workers
- School Cleaner
- Prospective Guardians
- Prospective Adoptive Parents
- ☐ Other Documents

4. Confirm your consent & submit.

Application for a NSW Working With Children Check

Consent

I have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me and is correct.

I acknowledge that the provision of false and misleading information is a serious offence.

I acknowledge that the Office of the Children's Guardian is collecting information in this Form to provide to the Australian Criminal Intelligence

☐ Please check the box to confirm you have read and agree to the above declaration and acknowledge that the information you have provided can be used to assess your suitability to work with children.

I understand that if I am engaged in child-related work by the NSW government agencies of Education and Communities, Family and Community Services, Juvenile Justice or Health, the Office of the Children's Guardian may inform the agency that my National Police History Check obtained from the Australian Criminal Intelligence Commission (ACIC) did not disclose any criminal history information.

☐ Please check the box to confirm you have read and agree to the above declaration.

Type the text

Previous Submit

Privacy & Te

5. You will then receive an application number. Click on the Print Summary button & print out take the summary with you to Services NSW with **100 points of ID** to be identified.

New application receipt

Finalising your Working With Children Check application.

Please make a note of your Application Number: **APP2004787**. You will need it to complete your application.

Next steps

To complete your application you must attend a [NSW motor registry or NSW Council Agency offering RMS services](#) to:

- verify your identity
- pay your application fee of \$80 for an application type of **Employee**

You will need:

- your Working With Children Check application number **APP2004787**
- [proof of your identity](#)

We cannot begin to process your application until you have fulfilled the proof of identity requirement.

PLEASE NOTE:

If you work in an industry that is being phased in within [the current phase in period](#), you **MUST** complete your application by attending a **NSW motor registry or NSW Council Agency offering RMS services as soon as possible**.

If you are NOT subject to the [phase in schedule](#), you have until **28/04/2017** to visit a NSW motor registry or NSW Council Agency offering RMS services to complete your application, or this application number will expire.

If you want to know more about the Working with Children Check, please visit the [frequently asked questions](#) (FAQ) page.

Your results

Please allow **FOUR WEEKS** from the date you complete the proof of identity requirement to receive your results. We regret that we are unable to provide any update on the progress of your application during this time. To find out why your results may be delayed, see [FACT SHEET: When will I receive my results?](#)

If you are cleared, you will receive a notice from the Office of the Children's Guardian with your WWC number. If you elected to receive this notice via email, please check all inboxes, including your spam and junk mail folders. The email will come from WWCCNotification@kidsguardian.nsw.gov.au.

Notices will NOT be reissued. Your employer only needs your WWC (or APP) number, surname and date of birth for [online verification](#), so it is not necessary to provide your employer with a copy of your notice. If you lose or forget your WWC number, you can call the Office of the Children's Guardian. You will need to answer security questions before we can reissue your WWC number to you over the phone.

Print summary

RELEVANT PROOF OF IDENTITY DOCUMENTS

You must provide proof of your identity documents with this form that are greater than or equal to 100 points of identity, as listed below. **DO NOT SEND ORIGINAL DOCUMENTS.** Proof of identity documents must be certified true copies. A certified copy means a document has been certified as a true copy of an original by a person listed in Schedule 2 of the Statutory Declarations Regulation 1993 (Cth) and is available from <http://www.comlaw.gov.au> and search for “Statutory Declarations Regulation 1993”.

The combination of documents supplied should, as a minimum, evidence your full name and date of birth. If you have changed your name you must provide evidence of your name change, e.g. Marriage or Change of Name Certificate issued by a State or Territory Registry of Births, Deaths and Marriages and divorce papers issued by the Family Court. These documents must be certified true copies and they **DO NOT** count towards the 100-points.

Document Type	Document - 100 points must include ONE Primary Document , or at least One Secondary document which must contain a photograph	Points Value	Points Scored
Only One Form of identification accepted from this category	PRIMARY <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Australian Passport (current, or expired within the two previous years but not cancelled) <input type="checkbox"/> Australian Citizenship Certificate <input type="checkbox"/> International Passport (current, or expired within the two previous years but not cancelled) <input type="checkbox"/> Other document of identity having same characteristics as a passport e.g. diplomatic/refugee (Photo or Signature)	70	<input type="text"/>
Your initial Secondary Documents will score 40 Points, any additional documents will be awarded 25 points each	SECONDARY <input type="checkbox"/> Current Licence or Permit (Government issued) <input type="checkbox"/> Teachers registration card <input type="checkbox"/> ASIC/MSIC Card <input type="checkbox"/> Public Employee Photo ID Card (Government issued) <input type="checkbox"/> Department of Veterans’ Affairs Card <input type="checkbox"/> Centrelink Pensioner Concession Card or Health Care Card <input type="checkbox"/> Current Tertiary Education Institution photo ID <input type="checkbox"/> Reference from a Doctor (Must have known the applicant for a period of at least 12 months)	40 or 25	<input type="text"/>
	<input type="checkbox"/> Foreign/International Driver’s Licence <input type="checkbox"/> Proof of Age card (Government Issued) <input type="checkbox"/> Medicare Card/Private Health Care Card <input type="checkbox"/> Council Rates Notice <input type="checkbox"/> Property Lease/Rental Agreement <input type="checkbox"/> Property Insurance Papers <input type="checkbox"/> Tax Declaration <input type="checkbox"/> Superannuation Statement <input type="checkbox"/> Seniors Card <input type="checkbox"/> Electoral Roll Registration <input type="checkbox"/> Motor Vehicle Registration or Insurance Documents <input type="checkbox"/> Professional or Trade Association Card	25	<input type="text"/>
If you wish to use more than one of these documents they must be from different organisations	<input type="checkbox"/> Utility Bills (e.g. telephone, gas, electric, water) <input type="checkbox"/> Credit/debit card <input type="checkbox"/> Bank Statement/Passbook	25	<input type="text"/>
The Full 100 point Check is required when an applicant has been in Australia for longer than 6 weeks	For recent arrivals in Australia (6 weeks or less – proof of arrival date required) current passport	100	<input type="text"/>
Total Points Scored	Must be equal to or greater than 100 points	Total	<input type="text"/>