

Guidelines for Working With Children Checks

Corpus Christi Parish Volunteers ONLY

1. You need to have a valid email address. To apply for a Working With Children Check, go to <https://www.workingwithchildren.vic.gov.au>
2. If the WWCC is requested by an organisation where you do voluntary work, tick 'volunteer,' this means you will not have to pay for the WWCC.
3. If you have used another name, including maiden surnames or aliases, these need to be listed in the section 'have you been known by another name.'
4. List your residential address and any other address where you have lived in the past five years.
5. Under organisation please write:
Corpus Christi Church
132 Melbourne Ave
Glenroy, Vic 3046
Tel: 03 9323 5671
6. Under Occupational Work Code please select number: **64. Religious Organisations.**
7. The next screen is meant for you to check your details one last time before you submit.
8. In the next screen, you will need to tick the box at the bottom to indicate that you agree with what you have read.
9. Press print and take this sheet, together with a 100-point proof of identification, to a post office.

100-POINT IDENTIFICATION CHECK DOCUMENTS

Category A – each document is worth 70 points

Only one document from this category is accepted.

- Birth certificate (not an extract)
- Australian passport (current, or expired within the previous two years, but not cancelled)
- Australian citizenship certificate
- International passport (current, or expired within the previous two years, but not cancelled)
- Other identity document with the same characteristics as a passport e.g. diplomatic/refugee (photo or signature)

Category B – the first document is worth 40 points, each additional document is worth 25 points

- Current drivers licence or permit (government-issued)
- Working with children/teachers' registration card
- Aviation security identification card/maritime security identification card
- Public employee photo ID card (government-issued)
- Department of Veterans' Affairs card
- Centrelink pensioner concession card or health care card
- Current tertiary education institution photo ID
- Reference from a medical practitioner (who has known the individual for at least 12 months)

Category C – each document is worth 25 points

- Birth certificate extract
- Foreign/international driver's licence
- Proof of age card (government-issued)
- Medicare card/private health care card
- Council rates notice
- Property lease/rental agreement
- Property insurance papers
- Australian Tax Office assessment
- Superannuation statement
- Seniors card
- Electoral roll registration
- Motor vehicle registration or insurance documents
- Professional or trade association card