

INDEX

New Working with Children Checks - Applications Page 2

New Working with Children Checks Australia Post Lodgement Page 3

Proof of Identity Documents Page 3,4

Terms and Conditions Page (to view ahead of Online Application) Page 5

Existing Working with Children Checks –
How to add an organisation Page 6

For Information about Working with Children Check
<http://www.workingwithchildren.vic.gov.au>

Apply for a Working with Children Check

<https://www.workingwithchildren.vic.gov.au/individuals/applicants>

To apply for a Working with Children (WWC) Check, you need to:

Fill in an online VOLUNTEER application form (No Cost)
you will need your 100 points of proof of identity documents
and a current email address.

In order to fill in an application, you will need :

- Full Name - including other names you have been known by.
- Place of Birth
- Are you Aboriginal or Torres Strait Islander descent?
- Full address of every place you have lived in the last five years,
- An email address so the department can let you know it has started processing your application. If you do not have a current email address, please contact the Parish Office for assistance.
- Name, address and phone number for each child-related organisation you volunteer with.
St Thomas More Parish
313 Canadian Bay Road
Mount Eliza Victoria 3930
03 9787 7777
- Code 64 Religious Organisation
- NOTE: If you volunteer for other organisations, please declare at the same time.
Eg: Other volunteering interests / clubs / groups.
- There is a consent and declaration page at the end of the WWCC Application please read and accept to continue the submission process. See sample on Page 5.

PRINT FORM (An email will be sent to your email address.)

- The Application summary and receipt must be printed on separate pages of A4 paper (i.e. single-sided) without any scaling or cropping.
- Do not sign the Application summary before lodgement.

- Lodge your application at a participating Australia Post retail outlet ,
Take your application form and your proof of ID with you.
The Post office will take a passport photograph (No Cost)
You may have to make an appointment with Australia Post branch.
- When you have successfully lodged your application at Australia Post, your receipt will be stamped and returned to you. You can use this receipt to prove to organisations that you have applied for a WWC Check.
- Once the department receives your application from Australia Post, it generally takes between 1 to 3 weeks to complete the WWC Check and send you the WWCC Card in the mail and at the same time the organisations you nominated will be sent correspondence notifying them of your WWCC status.

What is a PROOF OF IDENTIY document

To prove your identity, you will need to show the participating Australia Post retail outlet counter operator:

- at least three documents (at least one from each category)
- which are current and original
- which total 100 points or more.

The table on next page shows the different categories (A, B and C), as well as the number of points each document is worth.

Take original documents not copies with you as the counter operator must see originals. You will be able to keep your originals.

Documents	Category A	Category B	Category C	Points
	Photo and Signature	General ID	Address	
Australian passport	✓	✓		70
Foreign passport	✓	✓		70
Australian firearms licence	✓	✓	✓	40
Australian driver licence	✓	✓	✓	40
Centrelink card (showing reference number)		✓	✓	40
Australian birth certificate (no extracts)		✓		70
Current Australian visa or document for travel to Australia		✓		70
Certificate of Australian Resident Status		✓		70
Australian Citizenship Certificate		✓		70
DVA card		✓		40
Tertiary ID card (no secondary college student cards)		✓		40
Private security individual operator licence		✓		40
Medicare card		✓		25
Private health insurance card		✓		25
Credit or account card (American Express and Diners Club cards not accepted)		✓		25
Second credit or account card (American Express and Diners Club cards not accepted)		✓		25
Marriage certificate		✓		25
Change of name certificate (State registry issued only)		✓		25
Australian driver learner permit		✓	✓	25
Superannuation statement (up to 24 months old)		✓	✓	25
Taxation assessment notice (up to 24 months old)		✓	✓	25
Motor vehicle registration (up to 12 months old)		✓	✓	25
Utilities notice (up to 12 months old)			✓	25
Second utilities notice (up to 12 months old)			✓	25
Council rates notice (up to 12 months old)			✓	25
Financial institution statement (up to 12 months old)			✓	25
Second financial institution statement (up to 12 months old)			✓	25
Electoral enrolment			✓	25
Rental contract or receipt issued by landlord, agent or owner (up to 12 months old).			✓	25

What if I don't have a Category A document?

If you do not have a category A document, you must show:

- * at least 3 category B documents. At least 1 of these must be worth 40 or more points
- * at least 1 category C document.

Name changes

The name on your Application Summary must match the name on your identification documents.

If you have changed your name, you must provide a linking document between your current name and former name. You can prove this by showing:

- a marriage certificate
- divorce papers
- a name change certificate issued by a state or territory Registry of Birth, Deaths and Marriages
- a Deed Poll
- a Statutory Declaration.

Consent and declaration at end of WWCC Application.

What the CrimTrac Agency will do with your information

Once you lodge your Application Summary with Australia Post your personal and contact details will be provided to the CrimTrac Agency, for the purposes of a National Police History Check. When you mark the check box and click the 'Sign and Submit' button at the end of this page, you acknowledge, agree and consent to all of the following.

1. for the Department of Justice (Working with Children (WWC) Check Unit) to request a National Police History Check now and if granted a WWC Check assessment notice (WWC Check card), at any time during its duration
2. that information released as part of the National Police History Check is done so in accordance with Spent Convictions legislation/information release policies¹
3. understand that as you are applying for a WWC Check card there may be exclusions from Spent Convictions legislation/information release policies which apply
4. you have fully completed the Application for a WWC Check, and that the personal information you have provided relates to you, contains your full name and all names previously used by you, and is correct
5. that the Department of Justice (WWC Check Unit) is collecting information in the Application for a WWC Check to provide to the CrimTrac Agency (an Agency of the Commonwealth of Australia) and the Australian police agencies
6. the CrimTrac Agency disclosing personal information about you to the Australian police agencies
7. the Australian police agencies disclosing to the CrimTrac Agency, from their records, details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police agency concerned
8. the CrimTrac Agency providing the information disclosed by the Australian police agencies to the Department of Justice (WWC Check Unit), in accordance with the laws of the Commonwealth
9. that any information provided by you on the Application for a WWC Check, relates specifically to the purpose of obtaining the required WWC Check card under the *Working with Children Act 2005* (VIC) and the Working with Children Regulations 2006 (VIC)
10. that any information provided by the Australian police agencies or the CrimTrac Agency, relates specifically to the purpose of obtaining the required assessment notice under the *Working with Children Act 2005* (VIC) and the Working with Children Regulations 2006 (VIC)
11. acknowledge that personal information that you provide on the Application for a WWC Check may be disclosed to the Department of Justice (WWC Check Unit), including contractors or related bodies corporate, located in Australia or overseas for administrative purposes
12. that it is usual practice for an applicant's personal information to be disclosed to Australian police agencies for them to use for their law enforcement purposes including the investigation of any outstanding criminal offences
13. that you may withdraw your consent at any time by sending the Department of Justice (WWC Check Unit) written notice addressed to: Working with Children Check Unit, Department of Justice, GPO Box 1915, MELBOURNE VIC 3001

The information you have provided as part of your application for a WWC Check, and which the CrimTrac Agency provides to the Department of Justice (WWC Check Unit), on receipt of the Application for a WWC Check, will be used only for the purpose stated above unless statutory obligations require otherwise.

Footnote¹ - Part VIIC of the Crimes Act 1914 (Cth); Criminal Records Act 1991 (NSW); Criminal Law (Rehabilitation of Offenders) Act 1986 (QLD); Spent Convictions Act 2009 (SA); Spent Convictions Act 1988 (WA); Criminal Records (Spent Convictions) Act 1992 (NT); Spent Convictions Act 2000 (ACT); Annulled Convictions Act 2003 (TAS); Victoria Police Information Release Policy.

Application declaration and consent

- I consent to the Department of Justice, its contractors and their subcontractors and agents receiving, copying and processing the information in this application and its attachments for the purposes of the *Working with Children Act 2005* ('the Act') and the Working with Children Regulations 2006 ('the Regulations').
- I consent to the Secretary, for the purposes of this application, seeking information about me from any source considered necessary, including any Australian Police Force, agency including the National Police Checking Service known as CrimTrac Agency, court, prosecuting authority, authorised screening agency, Professional Registration Board, relevant prescribed body, health treating professional and any government department including the Department of Human Services and Corrections Victoria, and I consent to the disclosure to the Secretary by such persons of any information sought. If I am granted a Working with Children ('WWC') Check card I also consent to the Secretary making any similar ongoing enquiries while I continue to hold a WWC Check card.
- I understand that the information which may be disclosed to the Secretary includes but is not limited to the circumstances relating to or details about convictions, findings of guilt, and pending charges, regardless of when and where the offence or alleged offence occurred.
- I understand that if my criminal record discloses Category 1 or 2 charges or offences specified in sections 12 or 13 of the Act, regardless of when and where they occurred, I must not work or volunteer in child-related work until I receive a WWC Check card. I also understand that the 'check status' facility on the WWC Check website will indicate that I am ineligible to engage in paid or voluntary child-related work whilst my application is processed.
- I understand that, where applicable, in accordance with the Act and the Regulations, the Department of Justice may disclose personal information about me to the organisations whose details I provide to the Department of Justice.
- I understand that I must notify the Department of Justice within 21 days of changes to my details. This includes my personal and contact details as well as the details of all organisations where I am engaged in child-related work.

I declare that:

- I am the applicant named below, and that all information and documents provided as part of my application are true, complete and correct
- I have read and understood the 'Information for Applicants' that appeared before I started filling out my details online
- I have not omitted any names or aliases that I am currently known by, or have ever been known by in the past
- I acknowledge that the provision of false information in any of the details and documents provided as part of my application, is a serious offence
- I have read, understood and consent to the CrimTrac Agency being provided with the information set out in the above section titled 'What the CrimTrac Agency will do with your information'
- I understand that if I notify the Department that I withdraw my consent to a National Criminal Record History check, the Department will withdraw my application. If I have already been issued with a WWC Check card I agree to surrender my card.
- I consent to the Department of Justice using the contact details I provide to request information (including any document, written submission or consent) for the purposes of assessing or completing my application. I also consent to the Department notifying me about the lodgement, progress and outcome of my application, and to request feedback from me relating to the WWC Check.
- If I am issued with a WWC Check card (card), I consent to the Department of Justice using the contact details I provide to contact me about updating my details, to remind me about the expiry and/or renewal of my card, to request information (including any document, written submission or consent) when re-assessing my eligibility to hold a card, and to notify me of the progress and outcome of any such re-assessment.



By ticking this box and clicking the "Sign and Submit" button I agree that I have read and understood all of the above and that I am signing my Victorian Working with Children Check application.

Keeping your EXISTING WORKING WITH CHILDREN CHECK up to date.

Keeping your details up to date.

You must notify the department every time your personal details change.

For example, whenever you move house or start child-related work with a different organisation. You can update these details anytime online.

You can update these details anytime online at

Website address: <http://www.workingwithchildren.vic.gov.au>

Or telephone:

Customer Support Line:

1300 652 879 (local call charge)

The Customer Support Line operates from 8.30am to 5pm weekdays (excluding public holidays)

Translating and Interpreting Service (TIS):

Call TIS on 13 14 50 and ask them to call the Working with Children Check Customer Support Line.

UPDATE YOUR CURRENT WWCC DETAILS TO INCLUDE:

- St Thomas More Parish
313 Canadian Bay Road
Mount Eliza Victoria 3930
03 9787 7777
- Code 64 Religious Organisation