

Fact sheet 16

How do I apply?

March 2014



PLEASE DO NOT APPLY BEFORE 1 APRIL 2014 UNLESS:

- you are starting a new **paid** job in child-related work OR
- you are currently employed or you volunteer in one of the following industry sectors:

- child protection
- disability services
- justice services
- religious services (work as a minister, priest, rabbi, mufti or similar religious leader or spiritual officer of the organisation)
- youth workers
- authorised carers (foster carers and other authorised carers of children in statutory and supported out-of-home care)
- adult household members of:
 - an authorised carer
 - a family day care service provider
 - a home-based education and care service provider



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If you do not fit into either a) OR b) you will need to apply for the Check when your industry sector is phased-in. See [FACT SHEET: Phase-in schedule](#).

If you are applying from overseas or interstate, please see [FACT SHEET: Overseas applicants](#) or [FACT SHEET: Interstate applicants](#).

STEP 1: Complete an online application form

- Go to www.check.kids.nsw.gov.au and complete the online application form. If you do not have access to the internet, please telephone (02) 9286 7219 for assistance.
- Please make sure the details you provide are **EXACTLY THE SAME** as the details on your identity documents. If you have submitted the form with a mistake, please redo the form to avoid problems with the proof of identity requirement at step two.
- Ensure you select the correct category: paid or volunteer worker. The \$80 fee for paid workers is not refundable if you are a volunteer and you choose 'paid worker' by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.

A screenshot of the "Working with Children Check" website. The page has a blue header with the title "Working with Children Check". Below the header, there are two main sections: "Your Check" and "Verify". In the "Your Check" section, there are four buttons: "Do you need a Check? Take our quiz", "Apply for your Check" (circled in red with an arrow pointing to it), "Update your details", and "Change from volunteer to paid". In the "Verify" section, there are two buttons: "Individuals (e.g. parents) verify" and "Employer log in and verify". At the bottom, there is an "Employer registration" section with a "Register" button and some small text: "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."

Need help? Watch the online tutorial on YouTube. More video tutorials are available on our website: Online tutorials.

STEP 2: Present proof of your identity

- Go to a NSW Motor Registry, Government Access Centre, or Service NSW office. Find a location at www.service.nsw.gov.au/service-centre.
- You will need your application number and proof of your identity. You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance. See FACT SHEET: Fee information.

PLEASE NOTE Before you go to submit your proof of identity

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW Motor Registry, Government Access Centre, or Service NSW office.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or Government Access Centre. See FACT SHEET Interstate or incapacitated authorised carers or householders: Identity verification options.

Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also FACT SHEET: When will I receive my results? If you have not received your results within four weeks, please email your details and application number to check@kidsguardian.nsw.gov.au.

Find a NSW motor registry

Locations of Motor Registries, Government Access Centres, or Service NSW offices can be found at www.service.nsw.gov.au/service-centre.

More information

For more information, please go to the Frequently Asked Questions (FAQ) available from at www.check.kids.nsw.gov.au.

If you have a question, please email check@kidsguardian.nsw.gov.au.

Disclaimer: The material provided in this Fact Sheet for guidance only. Every effort has been made to ensure that the information is accurate, current and not misleading. However, this cannot always be guaranteed and no warranty is given that the information is free from error or omission. Users should exercise their own skill and care with respect to the use of the material. The information is also not a substitute for independent legal or other professional advice and users should obtain appropriate professional advice relevant to their particular circumstances.

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