

## Attach receipt here

The receipt attached shows proof of a pending application which means the applicant may be employed in child related work whilst the application is in process.



**Inquiries line**  
**(08) 6217 8100**  
**1800 883 979** (country callers)  
**www.checkwwc.wa.gov.au**

Application Number

**C1234567**



# Application for a Working with Children Check

This guide contains important information about the Working with Children Check (WWC Check) and your obligations under the *Working with Children (Criminal Record Checking) Act 2004* (the Act). It is intended as a guide only.

An application for a WWC Check is attached to this guide. Please read this guide and use the Instructions in Section 5 when completing your Application Form.

The following information about the WWC Check can be found in this guide:

- Section 1:** Do I need to apply for a WWC Check?
- Section 2:** What happens after I apply for a WWC Check?
- Section 3:** How do I apply for a WWC Check?
- Section 4:** What information do I need to include with my application?
- Section 5:** Instructions for completing an application

## What is a Working with Children Check?

A WWC Check is a national criminal history check required by people who work with children and young people in certain categories of child-related work in Western Australia and the territories of Christmas Island and Cocos (Keeling) Islands.

A child is a person who is under 18 years of age.

The WWC Check aims to protect children by requiring those who do certain types of child-related work, including volunteer work, to have a WWC Card. The WWC Check does not apply to everyone who has contact with children.

These checks will be carried out by the Working with Children Screening Unit (WWC Screening Unit).

**The WWC Check costs \$10.00 for volunteers and other unpaid persons and \$50.00 for paid employees and self-employed people.**

## What information is available for applicants?

If you have difficulty completing or lodging this form or require further information you can:

- Visit the WWC Check website:  
<http://www.checkwwc.wa.gov.au>
- Send the WWC Screening Unit an email to **checkquery@dcp.wa.gov.au**
- Call the WWC Check Inquiries line **(08) 6217 8100** or **1800 883 979** (country callers)
- Contact the WWC Screening Unit via the website by following the prompts on the "Contact Us" link.

## Section 1: Do I need to apply for a WWC Check?

Category Number	Category of child-related work
01	A child care service*
02	A community kindergarten registered under the <i>School Education Act 1999</i> Part 5
03	An educational institution for children
04	A coaching or private tuition service of any kind but not including an informal arrangement entered into for private or domestic purposes
05	An arrangement for the accommodation or care of children, whether in a residential facility or private residence but not including an informal arrangement made by a parent of the child concerned or accommodation or care provided by a relative of the child
06	A placement arrangement under the <i>Children and Community Services Act 2004</i>
07	The performance by an officer**, as defined in the <i>Children and Community Services Act 2004</i> , section 3 of a function given to the officer under that Act
08	A detention centre, as defined in the <i>Young Offenders Act 1994</i> , section 3
09	A community child health service
10	A counselling or other support service
11	A religious organisation
12	A club, association or movement (including of a cultural, recreational or sporting nature and whether incorporated or not) with a significant membership or involvement of children but not including an informal arrangement entered into for private or domestic purposes
13	A ward of a public or private hospital in which children are ordinarily patients
14	A baby sitting or child minding service but not including an informal arrangement entered into for private or domestic purposes
15	An overnight camp, regardless of type of accommodation or how many children are involved
16	A transport service specifically for children
17	A school crossing service, being a service provided to assist children to cross roads on their way to or from school
18	A children's entertainment or party service
19	Any other work of a kind prescribed by the regulations. <b>Do not use unless regulations have been added.</b> See website
20	Work that is the exercise of performance by a person of a power of duty delegated to the person by the CEO under Section 45 of the <i>Working with Children (Criminal Record Checking) Act 2004</i> . <b>(WWCSU Staff ONLY)</b>

\*A "child care service" has the meaning given to that term in Section 198 of the *Children and Community Services Act 2004* and includes licensees, managerial officers, nominated supervising officers or supervising officers, employees and volunteers.

\*\*Officer means a person employed in or engaged by the Department, whether as a public service officer under the *Public Sector Management Act 1994*, under a contract for services, or otherwise.

You must have a WWC Check if you are:

- about to start child-related work; or
- already doing child-related work.
- talk to your employer; or
- contact the WWC Screening Unit Inquiries Line on (08) 6217 8100 or 1800 883 979 (country callers).

### 1.1 When do I apply?

The WWC Check is being phased-in from 1 January 2006. To find out the date you must apply by:

- visit the WWC Check website [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au);
- read the WWC Check *Factsheet 2: When to apply for a Working with Children Check* (available through the publications and forms link on the WWC Check website);

### 1.2 What is child-related work?

Under Section 6 of the Act you are in child-related work and require a WWC Check if the usual duties of your work involve, or are likely to involve, contact with a child in one of the categories listed in the table above. *If you are not sure which category of work applies, please contact your employer prior to completing the application.*

## Section 1: Do I need to apply for a WWC Check? (cont)

Your work is child-related work as defined by the Act if:

- you are involved in paid, unpaid or volunteer work within your organisation, or you are self-employed, in connection with any of the 20 categories of child-related work (as listed on page 2); and
- your **usual duties** involve or are likely to involve contact with a child including physical contact, oral communication (including by telephone) and electronic communication such as email or an internet chat room.

If you answered  **YES** to both questions you must apply for a WWC Check **UNLESS** 1.3 or 1.4 apply to you.

### 1.3 Do I qualify for an exemption?

If any of the following apply to you then you may **not** need a WWC Check. Are you:

- a volunteer under 18 years?
- a parent volunteering in certain activities where your child is also involved?

- an employer of children, or working alongside fellow workers who are children and who is not doing any other type of child-related work?
- a person supervising volunteers who are children?
- a short term visitor to Western Australia?

### 1.4 Do I need to apply?

If you are in child-related work on no more than 5 days in a calendar year (continuous or non-continuous) you do **not** need to apply for a WWC Check. However, if you are working in connection with a child care service you must apply regardless of the number of days you are working in a calendar year.

Some informal arrangements do not require a WWC Check.

For full details about these and other exemptions see WWC Check *Factsheet 5: Child-related work and exemptions* (available at [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)).

## Section 2: What happens after I apply for a WWC Check ?

### 2.1 What will I be consenting to if I make an application?

If you make an application for a WWC Check, the WWC Screening Unit is required by law to:

- make a criminal record check about you; and
- consider information about your criminal history, if you have one, when deciding to issue you with an Assessment Notice or a Negative Notice. A Negative Notice prevents people from being in child-related work.

By making the application you will be consenting to this occurring. It is important that you are made aware of what you are agreeing to if you decide to make this application, so that you are giving informed consent.

### 2.2 What information will be obtained?

The WWC Screening Unit will obtain a national criminal history record check about you. This may reveal criminal history information about you which will be drawn from various sources, and include information held by police services, such as where the court has:

- made a formal finding of guilt in relation to an offence;
- convicted you of an offence;
- accepted a plea of guilty from you; or
- acquitted you of an offence because of unsoundness of mind.

It may also include information from any jurisdiction about:

- any convictions you may have;
- any spent convictions you have;
- charges and convictions from when you were a child (under 18 years);
- where you were charged with an offence but not convicted;
- any pending charges you have; and
- the circumstances surrounding any of these charges or convictions.

Under the Act the WWC Screening Unit can make further enquiries with appropriate persons or bodies in order to determine your Application.

### 2.3 What law requires this information to be collected?

Section 12(2) of the Act states that the WWC Screening Unit is not to decide your application for a WWC Check unless a criminal record check has been made in respect of you.

Section 34 allows the agency to ask an authorised person or a criminal records agency for information or access to records to determine whether you have a criminal record and to obtain the details of any criminal record you may have.

## Section 2: What happens after I apply for a WWC Check?(cont)

### 2.4 What use will be made of this information?

If the WWC Screening Unit receives any criminal history information about you, it is permitted by law to use this information when deciding to issue you with an Assessment Notice, an Interim Negative Notice or a Negative Notice.

The WWC Screening Unit is required by law to notify your employer or agency if you are issued with an Interim Negative Notice or a Negative Notice. The details of your criminal record will not be provided to your employer or agency.

### 2.5 Who else can be given this information?

In some situations, the law allows for this information to be given to persons or bodies in other jurisdictions who perform similar functions to WWC Checks.

If it is in the public interest to do so, the following public authorities may be advised of your application and the decision made.

- the Department of the Public Service principally assisting in the administration of the *Children and Community Services Act 2004*;
- the Department of the Public Service principally assisting the Minister in the administration of the *Child Care Services Act 2007*;
- the Department of the Public Service principally assisting the Minister in the administration of the *Transport Co-ordination Act 1966*;
- the Department as defined in the *Health Legislation Administration Act 1984*;
- the Western Australian College of Teaching established under the *Western Australia College of Teaching Act 2004*;
- the Department of the Public Service principally assisting in the administration of the *Police Act 1892*; and
- any other public authorities prescribed in the Regulations.

### 2.6 What happens if I do not make this application?

In some situations, you will be committing an offence if you are in child-related work without making an application for a WWC Check.

### 2.7 What happens if I do not have a criminal record or any relevant offences?

If you do not have a criminal record or any relevant criminal offence you will be issued with an Assessment Notice (WWC Card), a copy of which will be issued to your employer (if known to the WWC Screening Unit).

Your WWC Card will be valid for 3 years, unless cancelled. You will not need to obtain a new WWC Card if you change jobs or volunteer with other organisations during this 3 years.

### 2.8 Can I get a WWC Card if I have a criminal record?

Only certain offences are considered relevant when assessing an application, so you may still get a WWC Card if you have a criminal record.

Relevant offences mainly include sexual and serious violence offences.

### 2.9 What if my criminal record is considered relevant to working with children?

If the WWC Screening Unit assesses your criminal record and proposes to issue you with a Negative Notice, you will be advised in writing of:

- the fact that the WWC Screening Unit is proposing to issue you with a Negative Notice;
- information that the Unit has obtained about your criminal record; and
- the opportunity for you to make a submission to the WWC Screening Unit, providing any information you wish to be considered before a final decision is made about your application.

The WWC Screening Unit may issue an Interim Negative Notice, preventing you from being in child-related work, before a final decision is made. This is only done if the Unit has concerns about the immediate safety of children.

If an Interim Negative Notice or Negative Notice is issued to you, your employer, volunteer organisation or agency for which you do child-related work will be given a copy. The details of your criminal record **will not** be provided to your employer, volunteer organisation or agency.

If you are issued with an Interim Negative Notice or Negative Notice you cannot carry out child-related work, regardless of whether that work is directly supervised by another person.

### 2.10 What happens if I am charged with or convicted of offences after I have applied for a WWC Card?

If you are in child-related work and a “relevant change” in your criminal record occurs, your suitability to hold a WWC Card will be reassessed.

A relevant change is a charge or conviction for a Class 1 offence or a Class 2 offence. See the WWC Check website [www.check.wwc.wa.gov.au](http://www.check.wwc.wa.gov.au) or read the *WWC Fact Sheet 4: Class 1 and Class 2 Offences*.

## Section 2: What happens after I apply for a WWC Check? (cont)

If you have applied for or already hold a WWC Card when a relevant change in your criminal record occurs, you must notify as soon as practicable:

- the WWC Screening Unit (if you are self-employed); or
- your employer, volunteer organisation or agency (if you are an employee or volunteer) that a relevant change in your criminal record has taken place.

Notification of an offence of concern, from your employer or the police in WA or elsewhere, may result in a re-check of any criminal record and possibly a Negative Notice and cancellation of the WWC Card.

### 2.11 How will my information be used?

The WWC Screening Unit is required to treat your information as confidential and will only use the information obtained through these checks as permitted by law

If you have a criminal record, the details of your criminal record will not be disclosed to your employer, volunteer organisation or agency without your consent.

If you are issued with a WWC Card, Interim Negative Notice or a Negative Notice, your employer will receive a copy of the Notice. This will not include any information about your criminal record.

## Section 3: How do I apply for a WWC Check?

Submit your application form in person at a participating Australia Post outlet together with:

- your original proof of identity documents (see Section 4); and
- the required fee (see Section 3.1 below).

Your photograph is included in the fee and will be taken when you lodge the form.

Details of participating Australia Post outlets can be found at [www.auspost.com.au](http://www.auspost.com.au) or call 13 13 18.

If you have difficulty completing or lodging this form due to specific needs or circumstances, please contact the WWC Screening Unit Inquiries Line on (08) 6217 8100 or 1800 883 979 country callers only.

### 3.1 What is the cost and how do I pay?

Volunteer/Unpaid	\$10.00
Paid Employee	\$50.00
Self-employed	\$50.00
Unpaid managerial officer (in licensed child care only)	\$10.00

Payment is made at the time of lodging your application at a participating Australia Post outlet. Payment can be made by EFTPOS, Mastercard, Visa or cash.

**Cheques will not be accepted.**

Replacement of lost/stolen WWC Cards is \$10.00. Check the website or contact the WWC Screening Unit for further information.

### 3.2 What other documents do I need?

You must present certain documents to prove your identity when lodging your application. Please read Section 4 to find out what documents are acceptable. Applications cannot be processed if you do not provide the correct documentation.

If the Screening Unit asks for further information to assist in assessing your application, and you do not provide that information within the time given, your application may be taken to have been withdrawn.

It is critical to a WWC Check that the true identity of an applicant is established so that the correct criminal record information is obtained about the applicant. You are therefore required to present documentation that proves your identity when lodging your application. Please read this section carefully to understand what is required. Your application will not be accepted by Australia Post without the necessary documentation.

For the identification process you need to provide documents that:

- meet a 100 point Proof of Identity Check;
- include your date of birth, signature (if over 18 years) and current address;
- include your photograph; and
- proof of name change (if applicable).

## Section 4: What information do I need to include with my application?

### 4.1 100 Point Proof of Identity Check (for applicants over the age of 18 years)

You must provide **original** identification documents. All documents must be **current** (except for an expired passport that has not been cancelled and was current within the preceding 2 years).

Below is a list of acceptable documentation to meet this requirement. You must produce a combination of documents to total the required 100 points of identity. The acceptable combinations are either;

- Combination 1 - A + B; or
- Combination 2 - B + 3 C; or
- Combination 3 - A + 2 C; or
- Combination 4 (under 18 years of age) - A or D.

## Section 4: What information do I need to include with my application? (cont)

### Category A

- **Current Passport**
- **An expired Passport**  
which has not been cancelled and was current within the preceding 2 years.
- **Australian Citizenship Certificate**
- **Australian Birth Certificate**  
this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable). Please note that birth certificates from other countries are not acceptable.
- **Birth Card**  
issued by the New South Wales Registry of Births, Deaths and Marriages.

### Category B - Australian Documents Only

- **A Licence or Permit**  
issued under a law of the Commonwealth, a State or Territory. This includes:
  - an Australian Driver's Licence;
  - an Australian Firearms Licence; or
  - any other similar licence.
- **A Tertiary Student Identification Card**  
issued by an Australian tertiary education institution containing a copy of the seal or stamp of the institution. The card must have the student's signature and/or photograph.
- **Department of Veterans Affairs (DVA) Card**
- **Centrelink Card (with Reference Number)**
- **Government Employee ID**

### Category C - Australian Documents Only

- **Medicare Card**
- **Credit card or account card for a financial institution**
- **Bank statement**  
issued by an Australian Bank, or an international bank operating in and subject to the laws of Australia
- **Motor vehicle registration or insurance papers**
- **Property Rates Notice**
- **Property Lease agreement**
- **Home insurance papers**
- **Utilities notice**
- **Records of an Australian primary, secondary or tertiary education institution attended by the signatory in the last 10 years**
- **Records from a current employer or previous employer within the last 2 years**
- **Records of an Australian professional or trade association of which the signatory is a member.**
- **Proof of Age Card (issued by DPI, WA)**
- **A Mortgage**

### 4.2 Change of name

You are required to provide in the application form all prior names you have used. If you produce 100 points of identity documents in your current name, and the identity documents you have provided include either an Australian passport or an Australian drivers licence in your current name, you will not have to produce change of name documents. If you are unable to do this, or you are producing 100 points of identity documents that are in your current name and a prior name, you will be required to produce change of name documentation when lodging your application.

Documents accepted as proof of change of name include;

- an original full marriage certificate or extract;
- a certificate of marriage (commonly issued by the church or celebrant performing the marriage);
- a certificate of registration of a change of name (commonly referred to as a change of name by deed poll); or
- a Decree Nisi as proof of a return to a maiden name after a divorce.

### 4.3 Photographic identification

When lodging your application you will be required to provide photographic proof of identity. This may be provided by one of the documents that is used in meeting the 100 Point Proof of Identity Check.

If none of the documents that you provide contain photographic identification, you will be required to provide a recent photograph of yourself that has been signed on the back by an authorised witness as indicated below:

"This is a true image of (name of applicant), name of person identifying the applicant, position/role of the person signing, date of signing".

A list of authorised witnesses can be found on the WWC Check website - details on page 1.

### 4.4 Proof of current address

When you lodge your application you must produce a document that confirms your current address. This document can be one of the documents you use for the 100 Point Proof of Identity Check or any other document.

### 4.5 Date of Birth

A document needs to be presented confirming your date of birth. This document can be one of the documents you use for the 100 Point Proof of Identity Check or any other document.

## Section 4: What information do I need to include with my application? (cont)

### 4.6 100 Point Proof of Identity Check for children (under 18 years of age)

Applicants under the age of 18 years when lodging their application will be able to meet the 100 point Proof of Identity Check by presenting 1 document from **Category A** or 1 document from **Category D**.

Applicants under the age of 18 years are still required to provide proof of their change of name (if applicable), photographic identification, date of birth and current address as outlined in Sections 4.2, 4.3, 4.4 and 4.5.

Please note the exemption for a volunteer under 18 years (Section 1.3).

### 4.7 Unable to meet 100 Points of Identification or attend a Post Office

If you are unable to meet any of the identification requirements, or attend a Post Office, either due to your circumstances or special needs, contact the WWC Screening Unit on (08) 6217 8100 or 1800 883 979 (country callers) for assistance.

#### Category A

- Current Passport**
- An expired Passport**  
which has not been cancelled and was current within the preceding 2 years.
- Australian Citizenship Certificate**
- Australian Birth Certificate**  
this must be a full birth certificate as issued by the Registrar of Births, Deaths and Marriages (extracts are not acceptable). Please note that birth certificates from other countries are not acceptable.
- Birth Card**  
issued by the New South Wales Registry of Births, Deaths and Marriages.

#### Category D

- A letter from an educational institution**  
that the child attends verifying the identity of the child signed by the Principal or Administrator of that institution on its letterhead.
- A student identification card**  
containing a copy of the seal or stamp of the institution.

## Section 5: Instructions for completing an application

### It is important that when completing your application you:

- Use only **BLACK** ink.
- Print within the boxes using **BLOCK LETTERS**.
- If you are **not** required to give information in some parts of the form, leave the relevant boxes blank - do not mark or cross them out.

Some instructions relevant to specific sections of the application form are detailed on page 7 and 8.

### Part 1: Type of Application

- Place a cross in 1 box only - if this application is for a renewal, complete the current card number if known.  
If you are applying for a cancellation of a Negative Notice,
- please mark  New Application and include your current Notice number.

### Part 2: Details of Applicant

- Complete all details regarding your name, gender, date and details of birth, day time contact number and the number of your Western Australian Drivers Licence if you have one.
- If you have a preferred name for Screening Unit contact, please enter details - if not leave this section blank.
- If you have used names other than your current name you must list these names in this section. This should include maiden name, names changed through deed poll and other aliases that you may have used.

## Section 5: Instructions for completing an application (cont)

### Part 3: Current Address of Applicant

- Leave a space between words when filling out your Application Form (see below).

U 5 1 2 S M I T H S T

### Part 4: Previous Residential Address

- If you have changed addresses over the last 5 years, you must list up to 3 of the last residential addresses you have had, starting with the most recent and working back in time. List only Australian addresses.

### Part 5: Child Related Employment Details

- Make sure you have filled in the category of child-related work you are involved in - see page 2 of this information booklet for a list of categories. If you are unsure what category applies to you, please discuss with your employer.
- Mark only one box to identify whether you are self-employed **or** a paid employee **or** an unpaid worker/volunteer **or** a managerial officer (paid or unpaid) of an incorporated association providing a licensed child care service.
- Complete the name of the organisation for which you will be undertaking child-related work.
- Complete your role or job title within this organisation.

### Part 6: Details of the employer or agency you are working or volunteering for

- If you are self-employed or a managerial officer of a licensed child care service operated by a body corporate, you do not have to complete this section. Other applicants must complete this section unless they have an Exemption Letter.
- Complete the name, position title and contact details of the employer or agency representative that is endorsing your application. Please note that this must be the same person that is signing the employer declaration on the form.
- Ensure that the address details for the employer or agency representative are completed. If the postal address is different from this then complete postal address details.
- Some employers and agencies have made arrangements for all copies of Notices to be sent to a central administration location. If your employer or agency has such an arrangement in place, complete the required details in the relevant section. If your agency does not have such an arrangement, then leave this section blank.
- If you are uncertain which applies, then speak to your employer/agency representative.

### Part 7: Employer Declaration

- Ensure your employer or agency representative has signed the employer declaration. By signing this declaration, the employer/agency representative is confirming that you are in, or commencing child-related work.

### Part 8: Applicant Declaration

- It is important that before signing this declaration, you have read the information contained in the Information Booklet that is attached to this application.
- Applicant signature must be in **black ink and written within the box**. Please do not sign the second box unless instructed by Australia Post when lodging your application.

### Lodging your Application Form

- To locate your closest participating outlet you may call 13 13 18 or visit [www.auspost.com.au](http://www.auspost.com.au), select Find a Postal Outlet. Postal outlets can be identified by suburb/postcode and indicating that it is for a WWC Check.
- Lodge your application and supporting documents in person. Your photograph is included in the fee and will be taken when you lodge this form.
- Bring the required fee with you - \$50.00 for paid employees and self-employed; \$10.00 for volunteers and other unpaid persons. Preferred payment is by EFTPOS, MasterCard, Visa or cash.  
**Cheques will not be accepted.**

### Documents to bring with you

- Proof of your signature, current address and Date of Birth.
- Your original completed form, **photocopies will not be accepted** and
- Proof of identity, including proof of change of name if applicable - see *Section 4: What information do I need to include with my application?*
- You must bring a combination of documents to total the required 100 points of identity. The acceptable combinations are either:
  - Combination 1 - A + B; or
  - Combination 2 - B + 3 C; or
  - Combination 3 - A + 2 C; or
  - Combination 4 (under 18 years of age) - A or D.

Retain your receipt and attach to the front page of the application guide. An application receipt is proof that you have lodged an application for a WWC Check.