

**Please complete this form if you would like:**

- Help with your application from a Blue Card Services Liaison Officer
- Someone else (an approved person) to contact Blue Card Services, on your behalf.

**This form allows a Blue Card Services Liaison Officer or an approved person to:**

- Help you to make the application
- Check with Blue Card Services for updates about your application
- Provide information to Blue Card Services on your behalf (**excluding** confidential information)
- Discuss your information with Blue Card Services, including some personal information required for the application (**excluding** confidential information)

*This form does **not** give the Blue Card Services Liaison Officer or approved person approval to discuss your confidential information, such as your criminal history.*

*If you want someone else to discuss your confidential information with Blue Card Services, you will need to complete the **Approval to Discuss Confidential Information with Blue Card Services** form instead.*

**1. Applicant/cardholder's details**

First name

Middle name

Last name

Date of birth

Current postal address

Suburb

State

Postcode

Telephone (daytime)

Email

Telephone (mobile)

Reference number/blue card number (if known)

**2. Approved person's details**

First name

Middle name

Last name

Relationship to applicant/cardholder

Date of birth

Current postal address

Suburb

State

Postcode

Telephone

Signature of approved person

Date of signature

### 3. Consent to contact

By signing this form, the person named in Part 2 of this form is allowed, if you ask them, to:

- Help you make your application.
- Check the status of your application.
- Help you to provide the identity information needed for your application.
- Help you to provide personal information such as name, address or employer details needed to process your application.

This form only allows the Blue Card Services Liaison Officer or approved person to provide or discuss the information listed above. It does not allow other types of information, including your confidential information (such as criminal history) to be provided or discussed.

### 4. Validity of consent

This consent is only valid for your current application.

### 5. Applicant/cardholder's declaration

I declare that:

- The details provided in this form are true and correct.
- I consent to Blue Card Services discussing the information in Part 3 relating to my card/application with a Blue Card Services Liaison Officer or the approved person named in Part 2.
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of applicant/cardholder

Date of signature

## Privacy notice

The Department of Justice (DoJ) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act). Your personal information is being collected for the purpose of verifying your identity, processing your application, issuing you a blue/exemption card, administering the blue card system or meeting your obligations under the WWC Act.

DOJ will disclose personal information to organisations you work for or expect to work for or provide services to and, where relevant, regulatory and governing bodies about whether you have a current application for, or hold a current blue/exemption card, the outcome of an application you have made which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled.

DOJ will disclose your personal information to other government agencies, such as the Department of Transport and Main Roads (TMR), to verify your identity. DOJ will disclose your personal information to its information and communication technology service providers for the purpose of system support and development.

DOJ publishes confirmation about whether your blue/exemption card is valid. DOJ will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DOJ to discuss your application with. It may also be used to contact you with more information about your application and the blue card process.

DOJ may use electronic communication to provide information and collect information for research purposes. Some email service providers store emails outside Australia. If yours does then emails sent to you by DOJ will be stored outside Australia.




DOJ will disclose your personal information, required to produce a blue/exemption card, to TMR and their card producer, Placard Pty Ltd. TMR will provide the photograph they have of you to their card producer and it will be displayed on your blue/exemption card. Authorised users of the home-based care register, kept pursuant to the WWC Act, may also have access to your personal information. Personal information collected to create your blue/exemption card may be transferred overseas in exceptional circumstances for card production purposes. If you access DOJ online services from outside Australia, you will be transferring your personal information overseas, at least to the device you use at the time you are accessing these services.

DOJ manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose it to other third parties except in accordance with these acts.

## Human Rights

Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.

### Blue Card Services, Department of Justice

 PO Box 12671, Brisbane George Street QLD 4003  
 53 Albert Street, Brisbane QLD 4000  
 07 3211 6999 or 1800 113 611

 [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)