Blue Card Services
Working **together** to keep kids **safe**

Creating a link

Before a blue card applicant or holder starts in regulated child-related activities with your organisation, you must notify us by creating a link between the applicant or card holder and your organisation. Linking allows your organisation to receive important notifications and updates about the applicant or card holder.

Linking an applicant

To create a link:

1. Navigate to the 🪪 Blue card register.
2. Click Create link.

	Name ⓘ	Date of birth	Reference	Outcome	Card Type	Card Expiry ^
>	Julie Tiffany Ragel (1)	15-05-1998	1602063/1	Valid card	V	10-06-2020
>	Carolyn Wanda Dakes (1)	22-04-1981	1538785/2	Valid card	P	12-06-2020

3. Provide the applicant or card holders information:
   a. Applicant identified (Online account number or Applicant ID) and date of birth OR
   b. Blue/exemption card number and date of birth.
4. Click the relevant search button.

Create Link

Reference ⓘ

Date of birth

Search

or

Blue/exemption card number

Date of birth

Search

Cancel

Queensland Government

5. Review the declaration and click Agree.
    a. If you change your mind, click Cancel.

6. Enter the following information about the child-related activity:
    a. Applicant / card holder type
    b. Employment type.
7. You must also select the check box to declare the details entered are true and correct before clicking 'save'.

Additional information will be required in certain circumstances, such as site address where the child-related activity is a home-based care service. You will be prompted to provide the required information. When a link is created, the person to whom you linked will receive a notification.

Need help?

Call us on **1800 113 611** or **07 3211 6999**, email organisationportal@bluecard.qld.gov.au or visit www.qld.gov.au/bluecardorgportal. If you need an interpreter, contact **Language Loop** on 1800 512 451.