

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.

Blue card register 2 [Create Link](#)

Search v

View results ^

	Name ⁱ	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 x

Reference ⁱ

Date of birth

Blue/exemption card number

Date of birth

or

Search

Search

Cancel



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

Create Link ⓘ

Match successful! ✕

I declare:

- I am authorised by my organisation to perform the task of linking an applicant/cardholder to my organisation
- I have taken reasonable steps to verify the applicant/cardholder's identity
- The applicant/cardholder is aware a link will be initiated by my organisation
- The applicant/cardholder is proposing to commence or continue in regulated employment with my organisation
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/card holder will be available in my organisation's portal account
- My organisation is entitled to have access to the applicant/cardholder's personal information and blue card outcome for the purposes of managing blue card obligations
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so
- I understand that it is an offence to employ, or continue to employ, a person who does not hold a blue card in regulated employment (unless an exception applies or the person is a registered teacher or police officer who has applied for or holds an exemption card)
- I understand that it is an offence to employ, or continue to employ, a **disqualified person** or **negative notice holder** in regulated employment and that my organisation cannot employ a **restricted person** to work with children, even if an **exception** applies to their role
- The information I have provided is true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

5a Cancel Agree 5

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.

CRA information ✕

EKX Half Television

Applicant/card holder information

First name: Cheryl
Last name: Benfer
Middle name: Edna
Reference number: 908733

Child-related activity information

Applicant type: Volunteer (6a)
Employment type: Government Unpaid (6b)
CRA received date: 02/06/2022

7 Details entered are true and correct: Cancel Save

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.