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

Managing your blue card register

Blue card register

The 🆔 Blue card register screen shows a list of all the blue card applicants and card holders linked to your organisation.

In this view, you can see:

1. **Name:** applicant or card holder's name and (in brackets) how many child-related activities are associated with them specific to your organisation.
2. **Date of birth:** applicant or card holder's date of birth.
3. **Reference:** online account number, applicant ID or blue or exemption card number (if relevant).
4. **Outcome:** current blue card outcome.
5. **Card type:** card holder's card type card holder's card type e.g. volunteer (V), paid (P) or exemption (E) (if relevant).
6. **Card expiry:** date blue or exemption card will expire (if relevant).

Blue card register

	Name ⓘ	Date of birth	Reference	Outcome	Card Type	Card Expiry ^
>	John Smith (1)	01-01-1993	1329863/2	Valid card	V	28-08-2020
>	Jane Doe (1)	01-01-1983	1707154/1	Valid card	V	23-05-2021

If you click ❯ you are also able to see:

7. **Employment type:** the type of child-related activity this person undertakes within your organisation.
8. **Applicant type:** type of application (volunteer, paid or student).
9. **Date link established:** date the link between your organisation and the applicant or card holder established.

Blue card register

	Name ⓘ	Date of birth	Reference	Outcome	Card Type	Card Expiry ^
⌄	John Smith (1)	01-01-1993	1329863/2	Valid card	V	28-08-2020

	Employment Type		Applicant Type		Date Link Established	
☐	Churches, clubs and associations		Volunteer		30/03/2020 10:50:06 AM	

| > | Jane Doe (1) | 01-01-1983 | 1707154/1 | Valid card | V | 23-05-2021 |

Click ⌄ to minimise this view.

Queensland Government

Searching your blue card register

When looking for a specific person within your blue card register:

1. Click Search to expand the search options.
2. Enter the search terms. Wildcard searches are available, so use * on either side of your search term to refine your search results.
3. Click Search.

Sorting your blue card register

To sort the blue card register by a certain field, click the field's title. The blue card register will be sorted by the specified field.

A ^ will appear, indicating that the register is sorted by that field. Click the field again to sort in reverse order. The default sorting order is by card expiry, with the card closest to expiring appearing at the top.

Exporting your blue card register

If you need to export the information in your blue card register:

1. Navigate to the blue card register.
2. Click Export results.

Please consider how this information is shared to protect the privacy of applicants' and card holders' personal information.

Note: the data exported from the blue card register is current only at the time of export.

Outcomes

There are a range of outcomes displayed in the blue card register within the Organisation portal

Status	Meaning	Outcome
Application pending	Applicant has verified identity with TMR but has not applied	Cannot work with children
Application in progress	Blue or exemption card application is in progress	Cannot work with children (unless applying for an exemption card)
Valid card and application in progress	Holds valid blue or exemption card and has submitted a renewal application	Person can work with children
Valid card	Blue or exemption card issued and is active	Can work with children
Valid clearance	Blue or exemption card issued but the card is not active	Can work with children
No valid card—contact Blue Card Services	Person does not have an application in progress, or a valid card	Cannot work with children
Negative notice	Person has a current negative notice	Cannot work with children
Disqualified person	Person is disqualified	Cannot work with children
Card suspended	Blue or exemption card has been suspended	Cannot work with children

*Please note if renewal has been submitted prior to a card expiring, the applicant can continue to work while their renewal application is processing, even if the current card expires while the application is processing. You can check if a renewal was submitted on time in the notices tab. If you are unsure if someone can work, please contact us.

Modifying an existing child-related activity

In some circumstances, you may need to modify an existing child-related activity. This may occur when a card holder switches from a volunteer to paid position, or where a card holder changes roles within your organisation.

To modify an existing child-related activity:

1. Navigate to the Blue card register.
2. Click ❯ next to the person whose CRA you wish to modify.

3. Click the binoculars.

4. Update the CRA details.

5. Click 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.