

Blue Card Services

Blue card application or renewal for disability service workers

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by an individual proposing to start or continue in child-related employment **who has applied for, or holds, a Disability Worker Screening clearance in Queensland**. Use this form to apply for a new blue card, renew an existing blue card or transfer from a volunteer to a paid card.

Important notice: If you are eligible to apply for a blue card (please see **disqualified person*** and **negative notice holder†** definitions on page 7), continue to complete this application. If you are not eligible, **do not** complete this form. Disqualified persons must complete an *Eligibility Declaration* and negative notice holders must complete the *Application to Cancel a Negative Notice* if two years have passed since the negative notice was issued.

Please Note: If you commence work with a new organisation/employer, they must link you to their employee register before you begin work. They can link you in their online portal or by submitting the "Link a person to your organisation" form.

If you are a volunteer or student your volunteer organisation/employer must sign the organisation declaration in section 5 of this form so the application fee can be waived.

All fields/sections marked with ▲ **MUST** be completed or your application can not be processed.

▲ 1. Proof of identity

To support your application, you **must** provide a copy of an identification document (ID) or Customer Reference Number (CRN) confirmation letter issued by the Queensland Department of Transport and Main Roads (TMR).

The copy of your ID (front and back) or CRN confirmation letter (provided by TMR) must be certified by a **Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer**. If you do not attach a certified copy of the full document it will delay your application.

Examples of ID issued by TMR in Queensland include:

- Driver licence
- Motorcycle licence
- Proof of age card (18+ card)
- Marine licence
- Photo identification card

What if you have never held one of the above products or your photo is too close to expiry ?

You will need to visit a TMR customer service centre to have your photo taken and obtain a CRN letter. You will not have to pay for this. Please call 13 23 80 to locate your closest service centre. NOTE: Your TMR photo must be valid for a minimum 3 years and 1 month.

Mobile customer service units also operate in rural or remote communities. Alternatively, call 07 3211 6999 or 1800 113 611 for a remote pack.

Queensland Transport and Main Roads ID or CRN details:

Licence number or CRN (certified copy of the full document must be attached):

▲ 2. Disability Worker Screening details

Nominate your Disability Worker Screening status:

I hold a Disability Worker Screening clearance card

Clearance card reference:

Card expiry date:

I have applied for a Disability Worker Screening clearance

Disability Worker Screening reference number (if known):

Date application submitted:

▲ 3. Application details

Are you a:

Paid employee or job seeker (go to **section 6**)

Volunteer (go to **section 5**)

Business operator or self employed person (including Executive Officer) – (go to **section 4**).

4. Child-related business details

Complete this section if you are self-employed or operate a child-related business.

Name of business

Postal address of business

Suburb

State

Postcode

Telephone (daytime)

Email

Type of child-related activity (for business/self-employed applicants):

Information about categories of child-related work and whether any exemptions apply is available from www.qld.gov.au/bluecard.

Please select the type of child-related activity to which the business relates:

- | | |
|---|---|
| <input type="checkbox"/> Authorised person of a provisionally accredited, or accredited, non-state school | <input type="checkbox"/> Health, counselling and support services |
| <input type="checkbox"/> Child accommodation services including home stay | <input type="checkbox"/> Licensed care services - Contractor entering a licensed care facility (eg. maintenance of facility, ie. plumber) |
| <input type="checkbox"/> Child care services and similar businesses (e.g. au pair, nanny, babysitter) | <input type="checkbox"/> Operators of hostels for rural children |
| <input type="checkbox"/> Disability services | <input type="checkbox"/> Paid private teaching, coaching or tutoring |
| | <input type="checkbox"/> Sport and active recreation |
| | <input type="checkbox"/> Religious representatives* |

Education and care services and similar businesses

- Approved provider or person with management or control in relation to an education and care service (including family day care)*
- Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted)
- Stand alone carer*

Address where stand alone care is being provided

Suburb

State

Postcode

- Director of a corporation which is the governing body of an accredited or proposed non-state school*

Name of school's Governing Body

- Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

Please provide details of the religious entity/group you are accountable to:

Name of religious entity/group

Contact person

Postal address

Suburb

State

Postcode

Telephone

* If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.

If you complete this section, you must also complete sections 6, 7, 8 and 9.

5. Volunteer blue card activity details

No fee is required for volunteers (this includes students undertaking a practical placement as part of a course of study). Please complete the questions below to provide the details of your child-related work.

Your volunteer organisation must sign the declaration in this section.

You must also complete sections 7, 8 and 9.

Type of child-related work:

Volunteer Student

Type of child-related activity (for volunteers):

Information about categories of child-related employment and whether any exemptions apply is available from www.qld.gov.au/bluecard.

Please select the type of child-related activity to which the employment relates:

- | | |
|--|--|
| <input type="checkbox"/> Child accommodation services including home stays | <input type="checkbox"/> Health, counselling and support services |
| <input type="checkbox"/> Child care services and similar employment (e.g. au pair, babysitter, nanny or adjunct care providers) | <input type="checkbox"/> Licensed care services |
| <input type="checkbox"/> Churches, clubs and associations | <input type="checkbox"/> Non-State Schools/independent school (other than registered teachers and parents) |
| <input type="checkbox"/> Disability services | <input type="checkbox"/> Qld State Schools (other than registered teachers and parents)* |
| Education and care services and similar employment | <input type="checkbox"/> Religious representatives |
| <input type="checkbox"/> Staff member of an education and care or QEC service (e.g. long day care, outside school hours care, kindergarten, occasional care, limited hours care)* | <input type="checkbox"/> Residential facilities |
| <input type="checkbox"/> Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted) | <input type="checkbox"/> School boarding houses |
| <input type="checkbox"/> Education programs conducted outside school (suspended or excluded students or flexible arrangements under the <i>Education (General Provisions) Act 2006</i>) | <input type="checkbox"/> School crossing supervisors |
| <input type="checkbox"/> Emergency services cadet program | <input type="checkbox"/> Schools, other than EQ volunteers (e.g. P&C, cleaner) |
| | <input type="checkbox"/> Sport and active recreation |

* If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.

Organisation details:

Name of organisation

Organisation ID number (if known)

Physical location

Postal address

Suburb

State

Postcode

Contact person's name

Contact person's position

Telephone (daytime)

Email

Organisation declaration

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/cardholders 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/cardholder will be available in my organisation's portal account (if applicable);
- 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 (see page 7);
- 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.

Organisation representative's signature

Name

Position

6. Payment options

The application fee is GST exempt (under division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*), non-refundable and subject to change.

A **\$15.00** fee is required for paid employees, job seekers, business operators and self-employed applicants only.

Please select one of the following payment methods:

- EFTPOS** (over the counter transaction only)
- Cheque/money order**—made payable to Blue Card Services (ABN 13 846 673 994)
- BPoint**—pay by credit card at www.qld.gov.au/bluecard

Receipt number

Date payment made

For business operators and self-employed applicants: If you do not receive any financial reward, you must complete and submit a statutory declaration together with this application in order to have this fee waived. Financial reward does not include reimbursement for out of pocket expenses.

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Receipt number:

Date:

7. Personal details

Previous blue/exemption card number (if applicable): /

▲ Title Mr Mrs Miss Ms Other

▲ Full legal name

First name

Middle name

Last name

No middle name (please tick)

Gender

Male Female Non-binary Prefer not to state

▲ Date of birth

 / /

▲ Place of birth

Town/City

State/Territory

Country

Cultural identity (if applicable)

An Aboriginal person A Torres Strait Islander person An Aboriginal and Torres Strait Islander person
 Prefer not to state Do not identify

Current or former professional roles (if applicable)

Foster or kinship carer Health practitioner
 Operator/supervisor/carer of a child care or education service Teacher

Do you require an interpreter? Yes No

Preferred language

▲ Previous names or other names (if applicable)

It does not matter how long ago you used the name or for how long the name was used. For example:

- birth name
- name before marriage
- married name
- alias
- change by certificate
- adoption
- changed order of name
- name used on legal document

First name

Middle name

Last name

If you require more space, please tick this box and attach a separate list.

8. Contact details

Current postal address (within Australia)

Suburb

State

Postcode

Current residential address (if different from above)

Suburb

State

Postcode

Telephone (daytime)

Email

Telephone (mobile)

9. Declaration

I declare that:

- I have read the information on page 7 and I am not disqualified from applying for a blue card*;
- I have read the information on page 7 and I do not hold a negative notice†;
- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past;
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information;
- I consent to information from any police, court, tribunal, prosecuting authority, criminal intelligence agency, other Australian agencies who undertake screening for individuals who work or propose to provide services to children or vulnerable people or other authorised agency being obtained and for these agencies to disclose any information for the purposes of assessing my eligibility to work with children and ongoing checks while my application/working with children clearance remains current;
- I understand that the information obtained includes but is not limited to details of convictions‡ and pending or non-conviction charges§ or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I understand that the information obtained may also include disciplinary information from certain bodies, domestic violence information, adverse decisions made by other Australian Working with Children Check agencies and other information obtained under the *Working with Children (Risk Management and Screening) Act 2000*;
- I have read and understand the contents of this form;
- I understand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or my child-related employment ends;
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes; and
- I understand that my personal details will be shared with the department which administers the Disability Worker Screening system (see page 8).

Signature of applicant/cardholder

Date of signature

Next step

Applications may be lodged by one of the following methods:

 **Scan and upload**

www.qld.gov.au/bluecard

 **By post**

PO Box 12671, Brisbane George Street QLD 4003

 **In person**

53 Albert Street, Brisbane QLD 4000

Important information

You can withdraw your consent to screening at any time before a decision is made.

*Disqualified person

It is an offence for a disqualified person to make a blue card application.

A disqualified person is someone who:

- has been convicted[‡] of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship eg. teenage partners), child exploitation offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
 - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

[‡]Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

[§]Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi; a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from www.qld.gov.au/bluecard or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

†Negative notice

It is an offence for a negative notice holder to make a blue card application.

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the *Application to Cancel a Negative Notice* form.

For more information about the blue card system and your obligations go to www.qld.gov.au/bluecard.

Police information

A change in police information includes:

- any charge or conviction for an offence (conviction means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred);
- the existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where the person is the subject of an application for a disqualification order (which is an order that prohibits a person from holding or applying for a blue/exemption card);
- where the person is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or a disqualification order; or a sexual offender order.

Restricted person

It is an offence to employ, or continue to employ, a restricted person in restricted employment.

A restricted person is someone who:

- has been issued with a negative notice, or
- has a suspended blue card, or
- is a disqualified person, or
- is the subject of an adverse interstate Working with Children Check decision that is in effect, or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment

There are some exemptions which allow a person to work with children without a blue card, such as:

- volunteer parents,
- volunteers under the age of 18 years, or
- paid or unpaid staff who work in child-related employment for less than 7 days in a calendar year.
- a person with a disability who is employed at a place where the person also receives disability services or NDIS supports or services, or
- a secondary school student on work experience who carries out disability related work under the direct supervision of a person who hold a blue or exemption card.

Restricted employment refers to the ability to rely on such exemptions to work without a blue card.

If an individual is a restricted person, the above exemptions **do not apply** and the individual cannot work with children.

For more information go to www.qld.gov.au/bluecard.

Privacy notice

The Department of Justice and Attorney-General (DJAG) 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 and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

DJAG will disclose your personal information to organisations you work for, or expect to work for, or provide services to, including information about whether you have a current application for or hold a current blue/exemption card, the outcome of this application which may include its withdrawal or negative notice and if your blue/exemption card is subsequently suspended or cancelled.

DJAG will also disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), and their card producer, to produce your blue/exemption card, DJAG's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DJAG to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DJAG online services from outside Australia, where a service provider who provides services to DJAG has servers located outside Australia and in exceptional circumstances for card production purposes. Some email service providers store emails outside Australia. If yours does, then emails sent to you by DJAG will be stored outside Australia.

DJAG publishes confirmation about whether your blue card is valid.

DJAG may use electronic communication to provide information and to collect information for research purposes.

DJAG manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.

Disability Worker Screening

Blue Card Services and the department which administers the disability worker screening system (the Department) are committed to protecting your privacy. Blue Card Services and the Department collect and share personal and sensitive information for the purposes of the operation of the blue card and disability worker screening systems. For example, Blue Card Services may share your personal information with the Department under *Working with Children (Risk Management and Screening) Act 2000* and the *Disability Services Act 2006* (Qld) to:

- establish a match with your Disability Worker Screening record;
- obtain information from the Department in relation to the disability worker screening eligibility assessment undertaken by the Department, including the assessment outcome and your ongoing eligibility to hold a Disability Worker Screening clearance;
- notify the Department of the outcome of your blue card application and your ongoing eligibility to hold a blue card;
- send and receive information or documents relevant to the assessment of your eligibility to hold a blue card or a Disability Worker clearance.

Information about how your personal and sensitive information may be used or disclosed by the Department is available at Disability Worker Screening Card Applications – information management policy.

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 and Attorney-General

✉ 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