



Blue Card Services
**Request to cancel card
(cardholders only)**

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by cardholders who are no longer undertaking child-related activities and wish to cancel their card and working with children clearance.

Note: The cardholder must reapply for a new blue/exemption card and pay the prescribed fee (if applicable) should they wish to undertake child-related activities after the card has been cancelled. You can let your card expire or complete this form.

1. Cardholder's details

First name

Middle name

Last name

Date of birth

 /

Postal address

Suburb

State

Postcode

Telephone

Email

Card number (if known)

2. Card details

Please tick the appropriate box:

☐ I have **enclosed** my blue/exemption card with this form

☐ I am not in possession of my card

3. Cardholder's declaration

I declare that:

- The information I have provided in this form is true and correct;
- I request the cancellation of my blue card/exemption card;
- I understand that once my blue card/exemption card has been cancelled, I will no longer be the holder of a current clearance and cannot start or continue in regulated child-related employment or carry on a regulated child-related business; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of 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 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.

DOJ 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.

DOJ 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, DOJ'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 DOJ 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 DOJ online services from outside Australia, where a service provider who provides services to DOJ 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 DOJ will be stored outside Australia.

DOJ publishes confirmation about whether your blue card is valid.

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




DOJ 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.

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.


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

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