



Family day care educator/ assistant blue card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by family day care educators or assistants proposing to start or continue to provide education and care in a family day care residence or venue.

Important notice: If you are eligible to apply for a blue card (please see **disqualified person*** and **negative notice holder†** definitions on page 4), 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.

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

1. Type of exemption (if applicable)

Please indicate if you are a Queensland:

Registered teacher; or

Police officer

Record teacher registration or Police ID number

▲ 2. Type of employment and location

a family day care educator; or a paid assistant

Address where family day care is being provided

Suburb

State

Postcode

▲ 3. Family day care service details

Name of family day care service provider

Organisation ID number (if known)

Name of contact person

Physical location of family day care service provider

Postal address of family day care service provider

Suburb

State

Postcode

Telephone

Email

OFFICIAL USE ONLY

Receipt number

Date

4. 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 confirmation 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):

5. 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.

6. Contact details

Current postal address (within Australia)

| | | |
|----------------------|----------------------|----------------------|
| Suburb | State | Postcode |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Current residential address (if different from above)

| | | |
|----------------------|----------------------|----------------------|
| Suburb | State | Postcode |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Telephone (daytime)

Email

Telephone (mobile)

7. 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 **\$101.30** fee is required. 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

8. Declaration

I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card*;
- I have read the information on page 4 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; and
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes.[‡]


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

 **In person**
53 Albert Street, Brisbane QLD 4000

 **By post**
PO Box 12671, Brisbane George Street QLD 4003

Important information

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

Information for teachers and police officers

A registered teacher means a person registered as a teacher under the *Education (Queensland College of Teachers) Act 2005*. A police officer means a person engaged by the Queensland Police Service as a police officer under the *Police Service Administration Act 1990*. After you have submitted an application for an exemption card, your application details will be forwarded to the Queensland College of Teachers (QCT) or the Queensland Police Service (QPS), where appropriate. Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency and whether there is a need to undertake further employment screening in relation to your application. If we are advised that further employment screening is required, a check of your police and disciplinary information will be undertaken and assessed to determine your eligibility to hold a working with children exemption. This may involve accessing information from other agencies.

Registered teachers: The QCT may only advise that there is a need to undertake further employment screening where the QCT is aware of police information in relation to you.

Police officers: The QPS may only advise that there is a need to undertake further employment screening where the QPS is aware that you have been charged with an offence and the charge has not been finally dealt with.

*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 e.g. 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 subject of an application for 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.

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.

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