



# Notification of change for self-employed persons

*Working with Children (Risk Management and Screening) Act 2000*

This form is to be completed by an existing applicant who has applied as a business operator who holds a blue or exemption card and:

- Is commencing a new child-related activity to which the business relates; or
- Is commencing a new child-related business; or
- Has had to change their business/self-employed child-related activity

## 1. Applicant/cardholder's details

First name

Middle name

Last name

Date of birth

Current postal address

Suburb

State

Postcode

Telephone

Mobile

Online account number or blue card number

Email

## 2. New/changed business details

Existing name of business *(if changing business details)*

New/changed name of business

Postal address of business

Suburb

State

Postcode

Telephone

Email

### 3. Type of child-related activity

Information about categories of child-related work and whether any exemptions apply is available from [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

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

- ☐ Authorised person of a provisionally accredited, or accredited, non-state school
- ☐ Child accommodation services including home stay
- ☐ Child care services and similar businesses (e.g. au pair, nanny, babysitter)
- ☐ Disability Services

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

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

- ☐ Health, counselling and support services
- ☐ Justice and detention services
- ☐ Licensed care services (operating under the Child Protection Act 1999)
- ☐ Director or nominee\*
- ☐ Contractor entering a licensed care facility
- ☐ Operators of hostels for rural children
- ☐ Paid private teaching, coaching or tutoring
- ☐ Sport and active recreation
- ☐ Religious representatives\*

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.

### 4. Declaration

I declare that:

- I understand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or cease my child-related business;
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes;
- I understand and will comply with my obligation to implement and maintain a child and youth risk management strategy;
- The details provided in this form are true and correct; and
- I understand that it is an offence to provide false or misleading statement or document.

Signature of applicant/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.

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](http://www.qld.gov.au/bluecard)