

## Steps involved in completing your Working With Children Check (WWCC) online form



Go to the website : [www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check](http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check)

There is a very helpful You Tube video on - how to complete the WWCC online form:  
[www.youtube.com/watch?v=HmfvQWrqMZk](http://www.youtube.com/watch?v=HmfvQWrqMZk)

Click on “Volunteers and students” then click on the blue button “Start Here”

Home > Working with children > Working With Children Check > Volunteers and students

**Volunteers**

**Do you need a check?**

If you are in child-related work you are required to have a Working With Children Check. To find out whether your work qualifies as child-related, see **Who needs the Check?**

Please note that a student over 18 on a professional placement in the course of a student clinical placement in a hospital or other health service is not considered to be in child-related work and does not require a Check.

Some volunteers in child-related work may be exempt from the requirement to obtain a Working With Children Check. See **Exemptions**.

**When to apply**

Volunteers and students over 18 on a professional placement will be allowed to

the working with children check **Start Here**  
Apply Verify Update  
Employer registration and login

**Need more help?**

Click on ""Apply for your Check""

Click here to access the helpful you tube video on - how to complete the WWCC online form:  
[www.youtube.com/watch?v=HmfvQWrqMZk](http://www.youtube.com/watch?v=HmfvQWrqMZk)

**Questions before you start?**  
See our video tutorials and fact sheets

FOR EMPLOYERS

[Video tutorial: How to register \(5:12\)](#)

[Video tutorial: How verify \(5:30\)](#)

[Video tutorial: information for reporting bodies \(4:51\)](#)

FOR INDIVIDUALS

[\(6:36\)](#)

[\(105.7KB\)](#)

[Phase-in schedule \(109.3KB\)](#)

## Working With Children Check

### Your Check

**FAQ**

Frequently asked questions

**Apply for your Check**

**Update your details**

**Change from volunteer to paid**

### Verify

**Individuals (e.g. parents) verify**

**Employer log in and verify**

### Employer registration

You must register as an employer to access the new system. Once you have registered, log in to verify an individual's Working With Children Check status

**Employer register**



Thank you for applying for a Working With Children Check.

Please note: The fee of \$80 for paid workers is non-refundable. Please read the consent details on the online application carefully before submitting.

Did you know? Most parent volunteers do NOT need a Working With Children Check. The legislation in NSW allows parents and other close relatives (such as sibling, grandparent, step-parent, uncle) to volunteer in activities that involve their own children without needing a Working With Children Check. [Find out more about exemptions.](#)

Did you know? If you already have a Volunteer clearance, you don't need to apply again for a Paid Employment Check. You just need change from volunteer to paid by updating your details, then pay your fee at an RMS office.

Cancel

Change from Volunteer to Paid

Continue and apply

Volunteers at the school do **NOT** have to pay the \$80 fee

Helpful tips appear as blue pop-ups, when completing the form

### Application for a NSW Working With Children Check

**Personal details**

**PLEASE NOTE!** Details you provide in this section must match your proof of identity documents **EXACTLY**. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

**Title \***  
Mrs

**First given name \***  
Melinda

OR  No first given name

**Other given names \***  
Jane

OR  No other given names

**Family name \***  
Smith

**Gender \***  
 Female  Male  Unknown / other

A minimum of 1 contact number is required

**Home / private phone (include area code)**

**Birth details**

**Date of birth \***  
dd/mm/yyyy

**Town \***

**State / Territory**  
--- Please select

**Country \***  
Australia


**Purpose for che**

**Confirm identity**  
Select the identifi  
or Council Agen

Australian D  
years

Licence Number

Don't have a middle name?  
Simple, just check the box  
provided next to, 'No other  
given names'



Provide the name of the town you were born in.



If you were born overseas then select "Other" from the drop down box and a list of countries will become available to select from.

**Birth details**

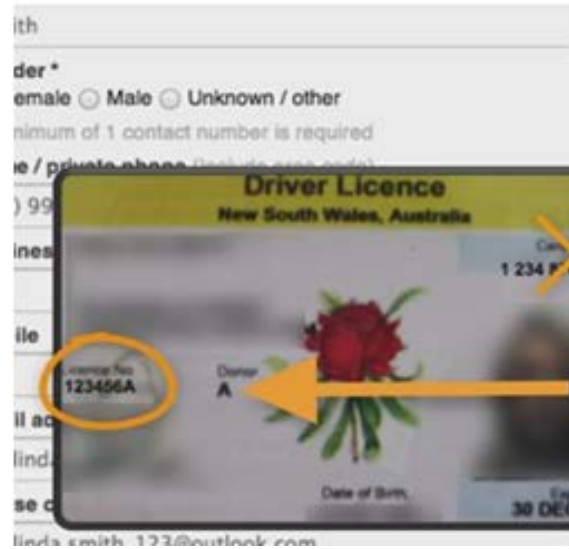
Date of birth \*  
22/07/1986

Town \*  
Example

State / Territory: \*  
Please select  
ACT  
NSW  
NT  
QLD  
SA  
TAS  
VIC  
WA  
Other

Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child-related sector \*  
Please select



**Confirm identity**

Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity.

Australian Driver/Rider Licence, current or expired within the last 2 years

Licence Number  
123456Y

State Please select

NSW Photo Card, current or expired within the last 2 years  
Photo Card Number

Other Documents

When you have completed the form, double check all the information before selecting the NEXT button at the bottom of the form.

Read the confirmations and complete as applicable, then select the SUBMIT button.

You will now be issued with your Application Number (APP number). Print this form or log onto your emails and print your email notification.

**Please note the date that this application will expire. You must present yourself to a Service NSW Centre or Motor Registry Office with your ID and APP number, up to this date.**

**New application receipt**

Finalising your Working With Children Check application.

Please make a note of your Application Number: **APP0576821**. You will need it to complete your application.

**Next steps**

To complete your application you must attend a [NSW motor registry or NSW Council Agency](#) to:

- verify your identity
- pay your application fee of **\$80** for an application type of **Employee**

You will need:

- your Working With Children Check application number **APP0576821**
- [proof of your identity](#)

We cannot begin to process your application until you have fulfilled the proof of identity requirement.

**PLEASE NOTE!**

If you work in an industry that is being phased in within [the current phase in period](#), you **MUST** complete your application by [the current phase in period](#) at a NSW motor registry or NSW Council Agency as soon as possible.

If you are NOT subject to the [phase in schedule](#), you have until **4/12/2014** to visit a NSW motor registry or NSW Council Agency to complete your application, or this application number will expire.

**Your results**

Please allow **FOUR WEEKS** from the date you complete the proof of identity requirement to receive your results. We regret that we are unable to provide any update on the progress of your application during this time. To find out why your results may be delayed, see [FACT SHEET: Why you may not receive my results?](#)

Take note of your APP number, which in this case is APP0576821

You now need to take your APP number along with proof of identity to a NSW Motor Registry Office or NSW Designated Council Agency to finalise your application

## **After you apply**

### **a. How long will it take to get my result?**

Once you have provided proof of identity to a [Service NSW centre](#) (not your local Council), **most people will receive their results within a few days.**

Please allow FOUR WEEKS from the date you complete the proof of identity requirement to receive your results

The most common reasons for a longer waiting time are:

- common surname or date of birth
- any criminal or workplace records against your name.

[Read more about Working With Children Check results.](#)

Once your application has been processed, you will receive the outcome by email.

Please check all email inboxes, including your spam or junk mail folders. The email will come from [WWCCNotification@kids.nsw.gov.au](mailto:WWCCNotification@kids.nsw.gov.au)

Please print out your WWCC results email and provide a copy to the school.

## Bankstown Service NSW

Bankstown Central Shopping Centre

Shop SP350-351

North Terrace

Bankstown NSW 2200

Email: [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au)

Phone: [13 77 88](tel:137788)

### Opening hours

Monday to Friday 7:00am to 7:00pm

Saturday 8:30am to 3:00pm

## Hurstville Service NSW

4 - 8 Woodville Street

Hurstville NSW 2220

Email: [info@service.nsw.gov.au](mailto:info@service.nsw.gov.au)

Phone: [13 77 88](tel:137788)

### Opening hours

Monday to Friday 7:00am to 7:00pm

Saturday 8:30am to 3:00pm



## Beverly Hills Motor Registry

*(relocating to Rockdale in June 2016)*

Cnr Cambridge Street and Stoney Creek Road

Beverly Hills NSW 2209

Phone: [13 77 88](tel:137788)

### Opening hours

Monday to Friday 8:30am to 5:00pm

Saturday 8:30am to 12:00pm