

HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK (WWCC) NEW SOUTH WALES RESIDENTS

The Working with Children Check (WWCC) is a requirement for anyone aged 18 years or older who works or volunteers in a physical capacity in child-related work in New South Wales. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

A successful outcome of a WWCC allows a person to then be able to work with children. A WWCC is valid for 5 years and applicants are continuously monitored during that period. The processing time for a WWCC can take up to 4 weeks once all identification documents have been provided both online and in person.

Applying for a WWCC can be done online and there is no fee if the person applying is doing so for child-related volunteer work. Homestays are considered volunteer work.

WHAT YOU NEED TO APPLY

When you apply for, or renew, a WWCC in NSW you are required to prove your identity. The documents you use to prove your identity allow for:

- A national criminal history check to be undertaken,

- Gather any findings of misconduct by a reporting body or the NSW Ombudsman and all information necessary to assess your application; and
- And to prove you are who you say you are.

Four (4) Proof of Identity Documents are required to complete a WWCC application. One of these documents **MUST** include your photo and your signature.

Documents Needed To Apply

When applying for WWCC you must provide four (4) identification documents. These are:

- One (1) commencement of identity document,
- One (1) primary use in the community document;
and
- Two (2) secondary use in the community documents

The combination of these identification documents collected must contain your full name, your birth of birth and your photograph. These identification documents must also current and valid and original.

Commencement of Identity Documents

The following documents below will provide your first, middle and family name for identification purposes. One (1) must be provided to complete a WWCC application. These include:

- Full Australian Birth Certificate (not an extract or birth card)

- Current Australian Passport (not expired)
- Australian Visa (must be current at the time of entry to Australia as a resident of tourist)
- Current Australian Citizenship Certificate
- Current ImmiCard (issued by the Department of Home Affairs)
- Current Certificate of Identity (issued by the Department of Foreign Affairs and Trade DFAT – see website link below for more information)
- Current Document of Identity (issued by the Department of Foreign Affairs and Trade DFAT – see website link below for more information)

Primary Use In The Community Documents

One (1) of the following identification documents is required to complete your WWCC application. These include:

- Current Australian Drivers Licence, Learner Permit or Provisional Licence (issued by a state or territory stating the same name on the WWCC application, showing a signature and/or photo)
- Current Passport (issued by a country other than Australia supported by your current Australian Visa document)
- Current Proof of Age or Photo Identity Card (issued by an Australian Government agency that shows a signature and photo in the same name as the WWCC application)
- Current Shooters or Firearms Licence (must show a signature and photo and does can not be a Minor or Junior Permit/Licence)

If you do not have one of the Primary Use in the Community indentation documents listed above, it is suggested that you apply for a NSW Photo Card.

Secondary Use In The Community Documents

Two (2) of the following identification documents are required to complete your WWCC application. At least one (1) of supplied documents must include your given first name and family name in full. These documents must be physical copies as digital documents cannot be accepted. It should be noted that you must visit a Service NSW Centre **within 28 days** of completing your online application form. These include:

- Current Medicare Card
- Current Security Guard or Crowd Control Photo Licence
- Centrelink Documentation providing evidence of current right to an Australian Government benefit (Card or Interim Letter will be accepted, Statement of Payments will not be accepted)
- Current Consular Photo Identity Card (issued by DFAT)
- Current Photo Identity Card (Issued by the Australian Defence Force)
- Current Police Force ID Card
- Current Australian Tertiary or Secondary Student Photo Identity Document (valid for two (2) years from date of issue)
- Academic Transcript from an Australian University (valid for one (1) year from date of issue)
- Current Credit or Account Card (issued by a bank, building society, credit union, American Express or Diners Club International, can use



- two (2) of these cards however they will need to be issued by different financial institutions)
- State or Territory Government Rates Assessment (valid for one (1) from date of issue)
 - Australian Utility Bill (must show applicant's name and address, valid for one (1) from date of issue)
 - Bank Statement or Letter (must include applicants account number or account type, be issued by a bank, building society, credit union, or American Express or Diners Club International and be on the financial institutions letterhead or have the financial institutions branch stamp)

For more information of Proof of Identity Documents, please visit:

[Proof of identity | Office of the Children's Guardian \(nsw.gov.au\)](https://www.nsw.gov.au/proof-of-identity)

HOW TO APPLY

Follow these steps to help you apply for your WWCC online and in person:

1. To start an application for a WWCC, which is done online, visit [Apply for a Working with Children Check \(WWCC\) | Service NSW](#) and click on the “APPLY NOW” button at the bottom of the screen.
2. Next you will be guided through an online application form. You will need your chosen identification documents handy for this next step.

The name used on your WWCC application must match your identification documents exactly.

3. Once you have completed the online application form, you then have 28 days to present in person to a Service NSW Centre to have your original identification documents sighted.
4. Once all identification documents have been supplied for the application, both online and in person, then your application will begin to be processed. Please allow for up to four (4) for your WWCC to be processed.

If you need further information, the link above will direct you to the Service NSW Government website page for WWCC's.

You can also reach out to one of AllU's Group Coordinators who will be more than happy to provide any assistance needed with this application process.