

HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK VICTORIAN RESIDENTS

The Working with Children Check (WWCC) is a screening process for assessing and re-assessing people who work with or care for children in Victoria.

To be allowed to volunteer or work with children in Western Australia you need to hold a Working with Children Check.

It is an offence to do child-related work without a WWCC.

There is no fee associated with applying for a volunteer WWCC card in Victoria.

HOW TO APPLY

To apply for a WWCC you will need your phone and access to the internet. The process is completely online and takes approximately 15 minutes. Using your phone, you will need to upload documents so that your identity can be verified.

First you will need to visit [Working with Children Check Service Victoria](#) and create an Service Victoria account if you do not already have one. The

above link is easy to follow with written and video instructions on opening an Service Victoria account as well as how to apply for a WWCC.

Service Victoria also has a mobile app that can be downloaded to your phone to provide you with a digital version of your WWCC card. This app also allows for you to update your personal information at any time.

WHAT IDENTIFICATION DOCUMENTS ARE NEEDED?

You will be a variety of identification documents to have your identity verified online.

You'll need at least one of the following documents:

- Australian Passport (not expired for more than 3 years)
- Australian Birth Certificate (not handwritten)
- Foreign Passport (Linked to a Valid Australian Visa)
- Valid ImmiCard
- Australian Citizenship Certificate

And you'll need at least one of the following documents also:

- Australian Drivers Licence
- Australian Drivers Learner Permit
- Medicare Card

It is recommended to use your passport and drivers licence when applying.

If the names on your documents do not match, you must also prove any name changes. This can be done with, for example, the following documents:

- Australian Marriage Certificate
- Change of Name Certificate

NEED MORE INFORMATION

If you need further information regarding the WWCC process then visit [Working with Children Check](#) and click on the FAQ section.

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.