

HOW TO APPLY FOR A WORKING WITH CHILDREN CHECK WESTERN AUSTRALIAN RESIDENTS

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

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

Current fees for a WWC Check for a volunteer is \$11.00 when applying.

HOW TO APPLY

WWCC Application forms are available from Australia Post. These forms are to be completed by the APPLICANT with true and correct information.

When completing the application form use **CAPITAL LETTERS** and **BLACK INK**.

An AllU representative must complete and sign specific parts of the application form to verify the person applying is, or will be, engaged in child-related work with their organization.

Upon completion of the application form, the applicant must then take the form to an authorized Australia Post outlet. The applicant will need to

present their identity documents so that the application can be processed and criminal record information can be obtained.

The receipt of application is proof that the person has a pending application and, in most cases, allows for them to be able to start child-related work.

WHAT IDENTIFICATION DOCUMENTS ARE NEEDED?

Certain identification documents are needed to apply for a WWCC in Western Australia.

Listed below are the categories of identification documents needed. An applicant will need 100 points or more of identification to be able to submit a WWCC application form. A combination of acceptable identity documents, as listed in the categories below, are required to make up the 100 points of identification needed.

Combinations are as follows:

- One Category 'A' Document **PLUS** One Category 'B' Document
- One Category 'A' Document **PLUS** Two Category 'C' Documents
- One Category 'B' Document **PLUS** Three Category 'C' Documents
- For persons aged under 18 years – One Category 'A' Document **OR** One Category 'D' Document

CATEGORY 'A' DOCUMENTS – 70 POINTS

- Current Passport

- Australian Birth Certificate
- Birth Card – issued by the NSW Registry of Births, Deaths and Marriages
- An Expired Passport – which has not been cancelled and was current within the preceding two years
- Australian Citizenship Certificate

CATEGORY 'B' DOCUMENTS – 40 POINTS

- Licence or Permit – Drivers Licence, Firearms Licence or Other Similar Licence
- Tertiary Student ID
- Department of Veteran Affairs Card (DVA)
- Centrelink Card with Reference Number
- Current WWC Card issued in Western Australia

CATEGORY 'C' DOCUMENTS – 25 POINTS – AUSTRALIAN DOCUMENTS ONLY

- Medicare Card
- Credit Card or Account Card
- Bank Statement – issued by an Australian Bank, or an international bank operating in and subject to the laws of Australia
- Motor Vehicle Registration or Insurance Papers
- Property Rates Notice
- Property Lease Agreement
- Home Insurance Papers
- Utilities Notice

- Records of an Australian Primary, Secondary or Tertiary Education Institution – attended by the applicant in the last 10 years
- Records from a Current Employers or Previous Employer – within the last 2 years
- Proof of Age Card – issued by the Department of Transport WA
- A Mortgage

CATEGORY 'D' DOCUMENTS – 100 POINTS – FOR UNDER 18'S ONLY

- A Letter from an Educational Institution – stating that the child attends the educational institution and verify identity – signed by the Principle or Administrator of the Institution and written on its letterhead.
- A Student Identification Card

NEED MORE INFORMATION

If you need further information regarding WWCC then visit [WWC Check Western Australia Online Services](#).

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.