Queensland Government

Blue Card Services

Paid Employee or Job Seeker Blue Card Application or Renewal

Working with Children Check Act 2000

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Valid for lodgement until 30 JUN 2027

This form is to be completed by an individual proposing to start or continue in paid child-related employment.

Important notice: Do not complete this form if you are a negative notice‡ holder. You must complete an *Application to Cancel a Negative Notice* (see page 5 for further details).

All sections and fields marked with ◢ MUST be completed or your application can not be processed.

◢ 1. Proof of identity

To support your application, you **must** provide a copy of a Queensland Department of Transport and Main Roads (TMR) identification document (ID) or Customer Reference Number (CRN) confirmation letter issued by TMR.

The copy of your TMR ID (front and back) or CRN confirmation letter (issued by TMR) must be certified by a **Justice of the Peace**, **Commissioner for Declarations**, **Lawyer** or **Police Officer**. **If you do not attach a certified copy of the full document, it will delay your application.**

Examples of ID issued by TMR **in Queensland** include:

- Driver licence
- Motorcycle licence
- Proof of age card (18+ card)
- Marine licence
- Photo identification card

What if you have never held one of the above products and/or your photo held by TMR is too close to expiry?

You will need to visit a TMR customer service centre to have your photo taken and obtain a CRN confirmation letter. You will not have to pay for this. Please call 13 23 80 to locate your closest service centre. NOTE: Your TMR photo must be valid for a minimum 3 years and 1 month.

Mobile customer service units also operate in rural or remote communities. Alternatively, call 07 3211 6999 or 1800 113 611 for a remote pack.

Queensland Transport and Main Roads ID or CRN details:

Licence number or CRN (certified copy of the full document must be attached):

◢ 2. Payment options

The application fee is GST exempt (under division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*), non-refundable and subject to change.

A **$108.30** fee is required for paid employees or job seekers. Please select one of the following payment methods:

☐ **EFTPOS** *(over the counter transaction only)*

☐ **Cheque/money order**—made payable to Blue Card Services (ABN 13 846 673 994)

☐ **BPoint**—pay by credit card at www.qld.gov.au/bluecard

Receipt number

Date payment made / /

OFFICIAL USE ONLY

Receipt number

Date / /

/

3. Personal details

Previous blue/exemption card number (*if applicable*): ☐☐☐☐☐☐☐ / ☐☐

Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other ☐

Full legal name

First name | Middle name | Last name

No middle name *(please tick)* ☐

Gender

☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to state

Date of birth

/ /

Place of birth

Town/City | State/Territory | Country

Cultural identity (if applicable)

☐ An Aboriginal person ☐ A Torres Strait Islander person ☐ An Aboriginal and Torres Strait Islander person
☐ Prefer not to state ☐ Do not identify

Current or former professional roles (if applicable)

☐ Foster or kinship carer ☐ Health practitioner
☐ Operator/supervisor/carer of a child care or education service ☐ Teacher

Do you require an interpreter? ☐ Yes ☐ No

Preferred language

Previous names or other names (if applicable)

It does not matter how long ago you used the name or for how long the name was used. For example:

- birth name
- name before marriage
- married name
- alias
- change by certificate
- adoption
- changed order of name
- name used on legal document

First name | Middle name | Last name

If you require more space, please tick this box ☐ and attach a separate list.

4. Contact details

Current postal address (within Australia)

Suburb | State | Postcode

Current residential address (if different from above)

Suburb | State | Postcode

Telephone (daytime) | **Email**

Telephone (mobile)

5. Disclosable information‖

Domestic and family violence

Have you ever had one of the following made against you by a court or police in Queensland: a domestic violence order (including a temporary order), police protection direction or police protection notice?
This question is about orders issued against you in Queensland under the *Domestic and Family Violence Protection Act 2012.*

☐ Yes ☐ No

If yes, please provide brief details if known. E.g., approximate year, reasons for the order, whether the order was made by consent.

Child protection

Has a child protection agency in Australia or New Zealand confirmed an allegation of harm against you relating to a child/children?

☐ Yes ☐ No

If yes, please provide brief details if known. E.g., approximate year, state or territory.

6. Declaration

I declare that:

- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past;
- the information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information;
- I consent to information from any police agency, court, tribunal, prosecuting authority, criminal intelligence agency, other Australian agencies who undertake screening for individuals who work or propose to provide services to children or vulnerable people or other authorised agencies being obtained and for these agencies to disclose any information for the purposes of assessing my eligibility to work with children while my application remains current and ongoing eligibility while my working with children clearance remains current;
- I understand that the information obtained includes but is not limited to information from the nationally coordinated criminal history check and national continuous criminal checking, which includes details of convictions* and pending or non-conviction† charges or information on the circumstances relating to offences committed or allegedly committed by me, if any, regardless of when and where the offence or alleged offence occurred (including foreign offences and alleged offences);
- I understand the information obtained may also include disciplinary information from certain bodies, domestic violence information, child protection information, adverse decisions made by other Australian Working with Children Check agencies and other information obtained under the *Working with Children Check Act 2000*, if any;
- I understand the information obtained about me, including police information, may be provided to third parties as required by the *Working with Children Check Act 2000* and as set out in the privacy notice contained in this form;
- I understand that the information obtained about me (including police information) may be used for general law enforcement purposes, including those purposes set out in the *Australian Crime Commission Act 2002* (Cth);
- I understand that Queensland Worker Screening Services may send me information by post, email, or SMS for the purpose of giving me a notice required by the Act;
- I understand that any information sent by mail or electronically, in relation to this form, including any supplied identity documents, is sent at my risk and I am aware of the consequences of sending information in these ways;
- I have read and understand the contents of this form and consent to the collection, use, disclosure and management of my information as outlined in the Privacy Notice;
- I understand and will comply with my obligations including that I must notify Blue Card Services within 7 days if I change my name or contact details;
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information§ changes; and
- I understand and will comply with my obligation to notify Blue Card Services within 7 days if my disclosable information‖ changes.

Signature of applicant/cardholder

Date of signature

/ /

Typed names will not be accepted as a signature

Next step

Applications may be lodged by one of the following methods:

Scan and upload
www.qld.gov.au/bluecard

By post
PO Box 12671, Brisbane George Street QLD 4003

In person
53 Albert Street, Brisbane QLD 4000

Important information

You can withdraw your consent to screening at any time before a decision is made.

* Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

† Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi; a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

For more information about the blue card system and your obligations go to www.qld.gov.au/bluecard.

‡Negative notice

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in assessable information.

A negative notice holder can only apply to cancel a negative notice if:

- three years have passed since the negative notice was issued or the decision confirmed on appeal;
- the negative notice was issued before 20 September 2025 and two years have passed; or
- other limited circumstances apply.

This can be done by completing the *"Application to Cancel a Negative Notice"* form. For more information about the blue card system and your obligations go to http://www.qld.gov.au/bluecardeligibility.

§Police information

A change in police information includes:

- any charge or conviction for an offence (conviction means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred);
- the existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where the person is the subject of an application for a disqualification order (which is an order that prohibits a person from holding or applying for a blue/exemption card);
- where the person is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or a disqualification order; or a sexual offender order.

Restricted person

Allowing a restricted person to engage in regulated or restricted employment is an offence and penalties may apply.

A restricted person is someone who:

- has been issued with a negative notice;
- has a suspended blue card;
- is a disqualified person;
- is the subject of an adverse interstate Working with Children Check decision that is in effect; or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment

Restricted employment refers to the situations or exemptions that ordinarily allow some people to work with children without holding a blue or exemption card. However, different rules apply to restricted persons, who are prohibited from relying on any of the following exemptions to work with children:

- a volunteer parent;
- a volunteer who is under 18;
- working in child regulated employment for no more than 7 days in a calendar year (paid or unpaid);
- a person with a disability and work in a place where they receive disability services or NDIS supports or services; or
- a secondary school student on work experience and carry out risk assessed NDIS work or disability services (even if supervised by a person with a blue card).

||Disclosable information

A change in disclosable information includes:

- the issue of a domestic violence order (whether temporary or final), police protection direction or police protection notice;
- a finding by a child protection agency in Australia or New Zealand confirming an allegation of harm against you relating to a child/children; or
- an adverse Working with Children Check decision made by another state or territory.

Privacy notice

Queensland Worker Screening Services (QWSS), part of the Department of Justice (DoJ), manages two distinct screening programs:

1. Blue Card Services (BCS): This program administers the Working with Children Check (WWCC) under the blue card system, which operates under the *Working with Children Check Act 2000* (WWCC Act).
2. Disability Worker Screening (DWS): This program administers the National Disability Insurance Scheme (NDIS) Worker Screening and Queensland Disability Worker Screening Checks, under the *Disability Services Act 2006* (DS Act).

BCS and DWS assess whether individuals are eligible to work with children or people with disability, based on a range of assessable information. We also monitor for any new information that might impact an individual's eligibility to continue this work. Additionally, we monitor organisations and individuals' compliance with their obligations outlined in the WWCC and DS Acts (the Acts).

To fulfil these responsibilities, QWSS is authorised to collect, consider, and share relevant personal and sensitive information, including sharing information between BCS and DWS.

This Privacy Notice outlines how your information is collected and used in line with the administration of the Acts, and the *Information Privacy Act 2009* (Qld) (IP Act).

Collection of information

QWSS is collecting your personal information, which may include your:

- full legal name, any previous names, title, gender, date of birth, place of birth, current or former professional roles (if applicable);
- sensitive personal information relating to your cultural background (if applicable);
- current contact details including postal, residential and email addresses and phone numbers;
- foster or kinship care information, including whether you are applying as a carer or adult household member, and the address at which care is being provided (if applicable);
- teacher registration number or police identification number (if applicable);
- type of child-related work and activity you perform, as well as the details of the organisation the work is performed for (organisation name, contact details) or details of the child-related business your application refers to, including name, contact details and the type of child-related activity to which the business relates;
- disability services role and whether you are engaged by a NDIS service provider or funded service provider (if applicable);
- whether you've ever been suspended or refused, barred or excluded from holding a relevant worker screening check in any Australian state or territory;
- whether you've been charged, convicted, or found guilty of a criminal offence in Australia or overseas;
- whether you've ever had a domestic violence order (including a temporary order), police protection notice or police protection direction made against you by a court or police in Queensland;
- whether you've been subject of an investigation by any government agency anywhere in Australia that involved substantiated allegations that you have caused harm to a child in your care (including the removal of a child/children);
- whether you have ever been subject of a workplace misconduct investigation;
- previous worker screening clearance card number (if applicable); and
- Queensland Transport and Main Roads (TMR) ID, or TMR customer reference number (e.g. Queensland driver licence number).

If the above personal information is not provided, QWSS may be unable to accept and assess your application.

Your registration and use of the QWSS online application portals involves the collection of your personal information, even if you do not proceed with an application.

Information about any NDIS misconduct or disciplinary action (including compliance or enforcement action) may be sought from, provided by, shared with and retained by the NDIS Quality and Safeguards Commission or NDIS worker screening units in any state or territory.

QWSS will also obtain relevant information from TMR and Department of Customer Services, Open Data and Small and Family Business (CDSB).

Use of information

Your personal information is collected for the following purposes:

- to verify your identity;
- to enable you to meet your disclosure obligations under the Acts;
- to contact you in relation to your application and the blue card system or DWS process;
- to send you notices as required by either post, email or SMS, about your application or in relation to the blue card system or DWS process;
- to provide notifications regarding application status and upcoming blue/exemption card or DWS renewal requirements;
- to assess your application for a blue/exemption card or DWS clearance, or reassess your eligibility to work with children or people with disability;
- to enable mandatory consideration of cultural factors as part of the assessment process (if applicable);

- to notify relevant persons, (including your employer, regulatory, governing, disciplinary or supervisory body (if applicable)) and NDIS Service providers or funded service providers (if applicable) regarding the status or outcome of your application, clearance or authority;
- to confirm you are currently a Queensland teacher or Queensland police officer (if applicable);
- to display your photograph from TMR on your blue/exemption card or DWS clearance;
- to produce and issue your blue/exemption card or DWS clearance;
- to conduct ongoing monitoring of your eligibility to hold a blue/exemption card or DWS clearance;
- to administer the blue card and DWS systems;
- for record keeping purposes;
- to secure access to your information; and
- other matters pertaining to the Acts.

Disclosure of information

Your personal information may also be disclosed to the following persons or organisations for the purposes outlined above and those specified below:

- law enforcement agencies for the purpose of obtaining police information in accordance with the Acts and for general law enforcement purposes, including those purposes set out in the *Australian Crime Commission Act 2002* (Cth);
- courts, tribunals, and other prosecuting authorities for the purpose of assessing your application and ongoing eligibility for an authority/clearance;
- prescribed entities, notifiable persons, potential employers and other government agencies in accordance with the Acts;
- regulatory, governing, disciplinary or supervisory bodies in accordance with the Acts;
- other Australian agencies responsible for screening individuals who work or provide services, or propose to do so, for children and people with disability in accordance with the Acts;
- TMR and CDSB to verify identity and arrange for production of the physical card;
- third parties which produce the physical card;
- universities, other training institutes, recruitment agencies, placement companies and online matching services for the purpose of verifying your DWS application;
- if you work or provide services to people with disability, the NDIS Quality and Safeguards Commission for the purpose of being included on the National Worker Screening Database or for the NDIS Commission's functions;
- if you are providing a child-related home-based care service, your personal information will be published to authorised users of the home-based care register;
- confirmation about whether your card is valid;
- any other person you have authorised QWSS to discuss your application with;
- authorised parties to provide confirmation about whether an authority/clearance is valid in accordance with the Acts; and
- the Queensland Government's information and communication technology service providers for the purpose of system support and development.

Management of information

QWSS may use electronic communication to provide information and to collect information.

QWSS manages your personal information in accordance with the WWCC Act, DS Act and the IP Act and will not disclose your personal information to other third parties except in accordance with the Acts or where otherwise required or authorised by law.

QWSS may also collect and disclose data for research purposes.

Your personal information may be transferred overseas in the following circumstances:

- where online services are accessed from outside Australia;
- where a service provider who provides services to Queensland Government has servers located outside Australia and, in exceptional circumstances, for card production purposes; and
- where an email service provider stores emails outside Australia, by giving us an email address, you are consenting to the personal information contained within the emails to and from the Queensland Government to be disclosed outside Australia.

You can find the Department of Justice privacy policy at https://www.publications.qld.gov.au/dataset/justice-rti-privacy along with other supporting information at https://www.justice.qld.gov.au/about-us/services/queensland-worker-screening-services. Our policy explains how you can access and amend your personal information, how to make a complaint about the way we have handled your personal information, and how your complaint will be handled.

If you have questions about how we manage your personal information, you can find information at https://www.justice.qld.gov.au/about-us/information-and-privacy/apply-for-information.

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