



CHILD CARE SERVICES – How do I apply for a check?

If you are starting a new, paid or volunteer role in Child Care Services after 1 October 2014 and DO NOT hold a current Department of Education Safety Screening Clearance you will need to apply for a Working with Children Check.

Timelines for applying to work with children

STAGE 1 Apply between 1 July and 31 December 2014

Group 1

You must apply in Stage 1 if you are starting a new, paid or volunteer role in child care services after 1 October 2014 and DO NOT hold a current Department of Education Safety Screening Clearance.

Group 2

You must apply in Stage 1 if you DO NOT hold a current Department of Education Safety Screening Clearance and you are an adult who resides at the home of:

- a family day care service provider
- a home-based education and care service provider
- an authorised carer.

This will apply to family members and includes anyone who is 18, or who will be turning 18 after 1 July 2014.

Group 3

You must apply in Stage 1 if you are working (or intend to work) in a paid or volunteer role in child care services and your current Department of Education Safety Screening Clearance expires between 1 October 2014 and 30 June 2015.



This includes students on professional placement and voluntary committee members.

STAGE 2 Apply between 1 January and 30 June 2015

You must apply in Stage 2 if you are working (or intend to work) in a paid or volunteer role in child care services and your Department of Education Safety Screening Clearance expires between 1 July 2015 and 30 June 2016.

STAGE 3 Apply between 1 July and 31 December 2015

You must apply in Stage 3 if you are working (or intend to work) in a paid or volunteer role in child care services and your Department of Education Safety Screening Clearance expires between 1 July 2016 and 31 December 2017.

Penalties for not complying

It's important to allow time for your application to be processed. We recommend you apply *at least six weeks* before you need your Working with Children Check.

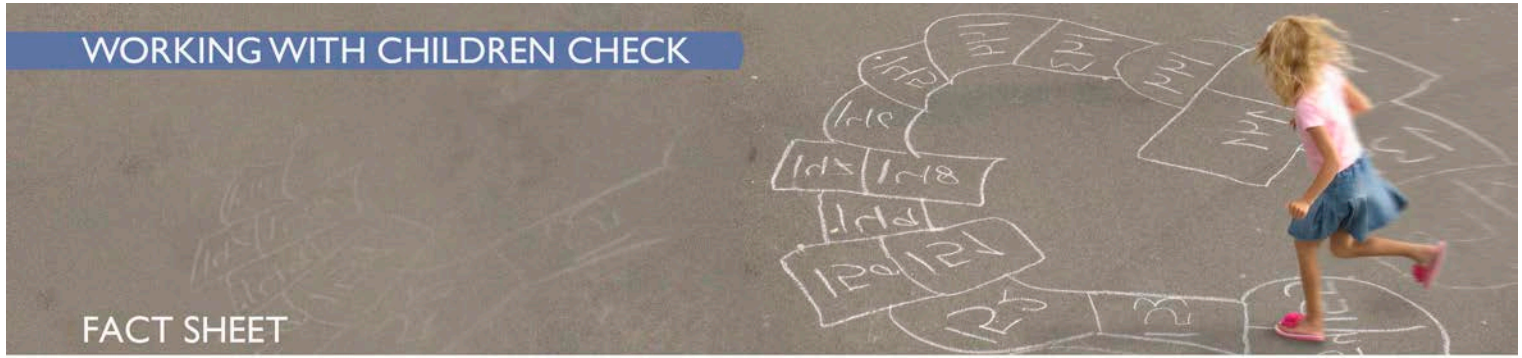
If you do not hold a Working with Children Check in line with the above timetable, you will be committing a criminal offence, and serious penalties apply.

It's important to note that you only need to apply once for a Working with Children Check. If you have a paid job and a volunteer role working with children, registration for paid workers will cover you for both.

Process for applying to work with children

STEP 1 – Fill in online application form

- Go to the Working with Children Check website at www.justice.tas.gov.au/working_with_children and fill in the online application form (from 1 July 2014). If you do not have access to the internet, please call 1300 13 55 13 for assistance.
- Please make sure the details you provide are *exactly the same* as the details on your identity documents. If you have submitted the form with a mistake, please re-do the form to avoid problems with the proof of identity requirement at Step 2.
- Once you have submitted the form, you will receive an application reference number. This number is important for the next step.



STEP 2 – Present your proof of identity

Go to a Service Tasmanian outlet with your:

- application reference number
- evidence of identity (see below)
- payment

You must bring all three of these items for your application to proceed.

To prove your identity, you must appear in person at a Service Tasmania outlet with your own documentation (this cannot be done outside Tasmania). To find a Service Tasmania outlet near you, go to the Service Tasmania website at www.service.tas.gov.au/about/shops/

You cannot submit proof of identity for someone else.

Receiving your results

If your application is successful, you will be posted a Working with Children Check Card.

If there are any issues with your application, you will be contacted by post or email (as indicated in your application).

Evidence of identity (EOI)

Proving Evidence of Identity (EOI) is an important step in the application process. EOI establishes a person's identity including their age, residential address and their existence within the community.

You must provide proof of identity when completing the application process with Service Tasmania.

All EOI documents must be in English, or accompanied by an English translation from an accredited translator.

You can provide proof of your identity by presenting an Australian photo driver licence with your correct name and address details on it. The licence can be expired up to two (2) years.

If the name and/or address details are not correct, then you must also provide Evidence of Residential Address and/or Evidence of Change of Name documents.

If you **cannot** provide any of the above, then you must provide at least three (3) documents, either:

- One document from Category A plus two documents from Category B, or
- Two documents from Category A plus one document from Category B



At least one document from either category must show your date of birth and current Tasmanian residential address. If the documents you provide don't show a current Tasmanian residential address, you will need to provide a fourth document less than six (6) months old from the Evidence of Residential Address category.

All documents must be **original** and **current** (photocopies or certified copies are not acceptable).

If your name is different than what is shown on your Category A documents, you must also provide at least one original Evidence of Change of Name document.

All EOI documents must be in English, or accompanied by an English translation from an accredited translator.

Category A Documents

All documents must be original and current (photocopies or certified copies are not acceptable).

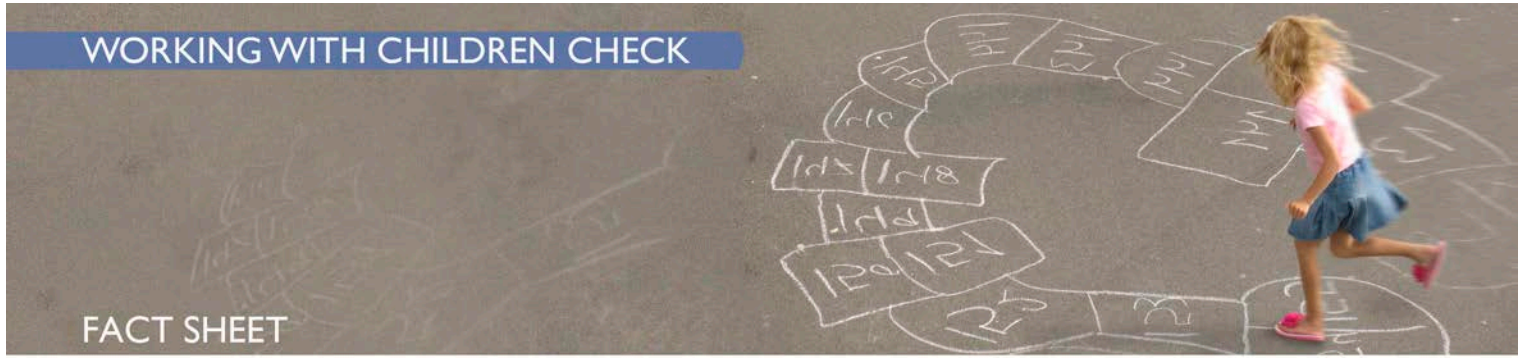
- Australian Birth Certificate (not an Extract or commemorative certificate) issued by Births, Deaths and Marriages
- Australian Citizenship papers
- Australian Passport
- Overseas Passport / Visa

- Australian Photo Driver Licence
- Australian Firearm Licence
- Tasmanian Government Personal Information Card (displaying full name)
- Department of Immigration & Citizenship issued travel documents, including a visa
- Department of Immigration & Citizenship Certificate of Evidence of Resident Status

Category B Documents

All documents must be original and current.

- Medicare Card
- Plastic Bank or Credit Card, with signature
- Student Identity Card with photo issued by an Australian educational institution
- Department of Veterans Affairs / Centrelink Pensioner Concession Card
- Births, Deaths & Marriages Change of Name / Marriage Certificate or Deed Poll



Evidence of Change of Name

If your EOI documents don't show your new name, you must provide one of the following documents. All documents must be original and current:

- Australian or Overseas Marriage Certificate (issued by a State Registry of Births, Deaths and Marriages)
- Divorce Papers indicating the name being reverted to, as issued by a Court
- Change of Name Registration (issued by a State Registry of Births, Deaths & Marriages)
- Deed Poll Certificate

Non-Standard EOI

Some people may be genuinely unable to provide the required EOI documents. Genuine inability doesn't mean inconvenience or delay to a person, or difficulty or expense in obtaining a required document.

If you are genuinely unable to meet the full EOI requirements, you must provide at least one document from Category A plus two or more non-standard EOI documents. At least one non-standard EOI document must display your current Tasmanian residential address. All documents must be original and current.

For more information contact

Phone: 1300 13 55 13

Fax: (03) 6233 8338

Email: workingwithchildren@justice.tas.gov.au

Mail: PO Box 56 Rosny Park, TAS, 7018

Web www.justice.tas.gov.au/working_with_children

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