

How do I apply?

If you are an employee, volunteer or [student](#) and you engage in or are about to start [child-related work](#) you must apply for a WWC Check. After obtaining an *Application for a WWC Check* form you should complete your personal information. Your employer, volunteer organisation or [education provider](#) must also complete and sign parts of your application form.

If you are a self-employed person, you can apply for a WWC Check by completing an application form. You do not need an employer or organisation to complete or sign parts of your form.

Once completed you lodge your application form at an authorised Australia Post outlet. To lodge your application you will need to present the required identity documents, pay the required fee and have your photo taken. You will be issued with a receipt and this allows you to continue or start your [child-related work](#), unless you have a Class 1 offence committed when an adult, an [Interim Negative Notice](#) or [Negative Notice](#). For a list of Class 1 offences see [Factsheet 3: Class 1 and Class 2 Offences](#).

Where can I get an application form?

WWC Check application forms are only available from authorised Australia Post outlets or you can contact the WWC Screening Unit; this is because each form has a unique identifier. WWC Check application forms are NOT available online for download. [Click here to find an authorised Australia Post outlet near you](#).

Completing the application form

For instructions on how to apply and tips on how to complete your *Application for a WWC Check* form [click here](#).

When should I apply?

If you are an employee, volunteer or [student](#) you should apply for a WWC Check when you are about to start [child-related work](#).

If you are self-employed you should apply for a WWC Check when you propose to start a [child-related business](#).

Re-applying for a WWC Check

If you are an employee, volunteer or [student](#) you must re-apply for a WWC Check by lodging an *Application for a WWC Check* form at an authorised Australia Post if:

- you previously held a WWC Card which has expired and you wish to engage in [child-related work](#);
- or

- your WWC Card is due for renewal while you continue to engage in child-related work and you are ineligible or choose not to use the online renewal process (Please note that renewals earlier than three months of your Card expiry will not be accepted).

If you are self-employed you should re-apply for a WWC Check by lodging an *Application for a WWC Check* form at an authorised Australia Post if:

- you previously held a WWC Card which has expired and you wish to continue or re-commence your [child-related business](#); or
- your WWC Card is due for renewal while you are continuing to operate your [child-related business](#) and you are ineligible or choose not to use the online renewal process (Please note that renewals earlier than three months of your Card expiry will not be accepted);

Whether you are applying for a WWC Check for the first time or you are re-applying after your WWC Card has expired you will need to complete the *Application for a Working with Children Check* form. [If you are renewing your current WWC Card please click here for information and to see if you are eligible to renew using our online renewal form.](#)

Identification documents you need to lodge your application

When you lodge your *Application for a WWC Check* form you must present certain documents to prove your identity, so that the correct criminal record information is obtained. All documents must be **original** and **current** (except for an expired passport that has not been cancelled and was current within the preceding two years).

You will need a combination of documents to show:

- 100 points of identification;
- your date of birth;
- proof of your current address; and
- photographic identification.

What identification you need if you have changed your name

If you have changed your name, then you must provide proof of this name change. Documents which support a name change include:

- an original marriage certificate or extract,
- a certificate of marriage (commonly issued by the church or celebrant performing the marriage),
- a certificate of registration of a legal name change, or
- a Decree Nisi as indicating a return to a maiden name.

However, if you have changed your name and have 100 points of identity documents in your current name and your identity documents include either an Australian passport or an Australian driver's licence in your current name then you are not required to show the change of name documents above.

What to do if you don't have any photographic identification

If you don't have any photographic identification, you can provide a recent photograph of yourself that has been signed on the back by an authorised witness. [For more information and a current list of authorised witnesses please click here.](#)

Are you having trouble lodging your application?

- [If you live in a remote location and cannot attend an authorised Australia Post outlet please contact the WWC Screening Unit.](#)
- [If you do not have sufficient identification documents please contact the WWC Screening Unit.](#)
- [If you live interstate and need to apply click here for information.](#)

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