



GOLD COAST SCHOOLIES COMMUNITY SAFETY RESPONSE POSITIVE NOTICE (BLUE CARD) PAPERWORK CHECKLIST

All SST Volunteers are required to have Blue Cards for the Response.

The following document is for new applications and renewals.

How to Complete:

- Step 1 Print entire PDF file
- Step 2 Write your Full Name in 'Applicants Name' box at the bottom of pages 1 to 4
- Step 3 Complete Part D & sign **completely within the box**
- Step 4 Complete Part E
- Step 5 Brisbane Based Volunteers: Contact the Crime Stoppers State Office on 1300 309 355 and coordinate a time to attend the office at Unit 1, 3 Harvton Street, Stafford. Bring your Identification Documents and Forms with you. Alternatively Brisbane Based Volunteers can also locate and seek the assistance of a Prescribed Person rather than attending the office as per below.

All Volunteers outside Brisbane: Locate a Prescribed Person (Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer) and seek their assistance to view your original Identification Documents and complete the form on the final page of this package - 'Confirmation of Identity' Form.
Photo copies of your ID must be submitted with the application. Please photocopy these before you see the Prescribed Person.

- Step 6 Post your completed forms prior to 30 September 2018, to

Crime Stoppers Queensland Limited
PO Box 200
Grange Q 4051

Crime Stoppers Queensland will then verify the forms are complete, sign off as Volunteer Coordinators and submit the forms to Blue Card Services.


Schoolies
BC
NEW/RENEWAL
**Valid for lodgement
until 30 June 2019**

Blue card application

Working with Children (Risk Management and Screening) Act 2000
This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.
Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**[#] definition on page 4), continue to complete this application. If you are not eligible, **do not** complete this form and complete an Eligibility Declaration form instead.

Part A – Child-related activity details
(to be completed by the organisation)

- 1** Please select the type of child-related employment for which a blue card is required:
- Paid employee (*payment details required in Part G*)
- Volunteer (*no payment required*)
- Student (*no payment required*)
- 2** Is this application associated with NDIS?
- Yes No

Part B – Organisation details
(to be completed by the organisation)

- 1** Name of organisation
- 2** Organisation ID number (*if known*)
- 3** Postal address of organisation

 Postcode
- 4** Contact person's name
- 5** Contact person's position
- 6** Telephone
- 7** Email

Part C – Category of child-related activity
(to be completed by the organisation)

Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the employment relates:

- Child accommodation services including home stays
- Child care (including education and care)
- Churches, clubs and associations
- Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)
- Emergency services cadet program
- Health, counselling and support services (including disability services)
- Licensed care services
- Local Government
- Paid private teaching, coaching or tutoring
- Religious representatives
- Residential facilities
- School boarding houses
- School crossing supervisors
- Schools (other than registered teachers and parents)
- Sport and active recreation

OFFICIAL USE ONLY

Receipt number:

Date:

Initials:



Applicant's name

Part D – Applicant’s details (to be completed by the applicant)

1 Title Mr Mrs Miss Ms
Other

2 Full legal name
Family name
 First name
 Middle name
 No middle name (please tick)

3 Do you have a previous name, or have you been known by any other name?
 Yes (record details below) No
 It does not matter how long ago you used the name or how long the name was used for e.g.
 • birth name • name before marriage • married name
 • alias • change by certificate • adoption
 • changed order of name
Family name
 First name
 Middle name
 If you require more space, please tick this box and attach a separate list.

4 Gender

5 Date of birth
D D M M Y Y Y Y

6 Place of birth
 Town/City
 State/Territory
 Country

7 Current postal address (within Australia)

 Postcode

8 Current residential address (if different to above)

 Postcode

9 Telephone number
 Daytime
 Mobile

10 Email

11 Do you identify as? (if applicable)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Prefer not to state

12 Previous blue/exemption card number (if applicable):
 /

13 Are you, or have you ever been a: (please tick)
 Foster or kinship carer
 Health practitioner
 Operator/supervisor/carer of a child care or education service
 Teacher

14 Applicant’s declaration
 I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card#;
- I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
- the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/blue card remains current;
- I understand that the information obtained includes but is not limited to details of convictions^ and pending or non-conviction charges* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I am proposing to start or continue in regulated employment and am not entitled to an exemption; and
- I understand and will comply with my blue card obligations including that I must notify Blue Card Services within 14 days if I change my name, contact details, or my child-related employment ends.

Sign inside the box.
Please do not touch or go outside the lines.

Date of signature
D D M M Y Y Y Y

Applicant’s name

Part E – Proof of identity (to be completed by the organisation)

The organisation must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 + List 1 (one must show a signature)

OR

List 1 + List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an 'Confirmation of identity' form.

Please indicate which identification documents have been sighted by placing a in the box.

LIST 1

SIGNATURE DOCUMENT

Driver licence/learner permit/proof of age card
Licence No:
Issued in the state of:

Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

Birth certificate (or extract)
 Proof of Australian citizenship or permanent residency
 Overseas Passport (current)
Country of issue:

LIST 2

SIGNATURE DOCUMENT

Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.
 Credit card or bank card (*do not attach copy*)
 Positive Notice Blue or Exemption card
 Student identification card issued by an education institution (with photo and signature)
 Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

Medicare card
 Queensland crowd controller/private investigator/security officer licence
 Passbook or account statement issued by a financial institution dated in the last 6 months
 Australian taxation assessment notice dated in the last 6 months
 Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).

Part F – Organisation declaration (to be completed by the organisation)

IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification above.

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)[#]; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

Note: It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

D D M M Y Y Y Y

Name of representative

Position of representative

Applicant's name

Privacy notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to about whether you have a current application for, or hold a current blue/exemption card; the outcome of this application which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. DJAG manages your personal information in accordance with the *Information Privacy Act 2009*.

Important information

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

#Disqualified person

It is an offence for a disqualified person to sign a blue card application form.

A disqualified person is someone who:

- has been convicted[^] of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
 - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.

*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.

[^]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.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

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

Application lodgement

Applications may be lodged by one of the following methods:

Scan and upload

www.bluecard.qld.gov.au/uploadform

By post

PO Box 12671, Brisbane George Street QLD 4003

In person

53 Albert Street, Brisbane QLD 4000

By fax

07 3035 5910

Part G – Payment options for PAID employees only

The application fee is GST exempt (under division 81), non-refundable and subject to change.

(i) Payment is NOT required for volunteers or trainee students.

A **\$90.25** fee is required for paid employees. Please select one of the following payment methods:

Credit card—complete payment online at www.bluecard.qld.gov.au

Receipt number

Date payment made
D D M M Y Y Y Y

Cash or EFTPOS (over the counter transaction only)


Cheque/Money order—made payable to Blue Card Services (ABN 60 789 586 626)


Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)


Postcode


Blue Card Services, Department of Justice and Attorney-General


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

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 www.bluecard.qld.gov.au



Confirmation of identity

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by a prescribed person where a blue/exemption card applicant cannot have their identification sighted by their organisation because either: the applicant's usual residence is more than 50km from the business address of the organisation; or the applicant has a disability affecting their mobility.

Note: This form must accompany the blue/exemption card application form.

Part A – Applicant's details

Name of applicant

Part B – Proof of identity

A prescribed person is responsible for sighting the applicant's identification documents. A prescribed person is a:

- Justice of the Peace • Commissioner for Declarations • Lawyer • Police Officer

The prescribed person must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided on the application form.

One of the following combinations must be used: **EITHER**

List 1 + **List 1** (one must show a signature)

OR

List 1 + **List 2** (one must show a signature)

If one of the valid combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

Please indicate which identification documents have been sighted by placing a in the box.

LIST 1

SIGNATURE DOCUMENT

- Driver licence/learner permit/proof of age card
Document No:
Issued in the state of:
 Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

- Birth certificate (or extract)
 Proof of Australian citizenship or permanent residency
 Overseas Passport (current)
Country of issue:

LIST 2

SIGNATURE DOCUMENT

- Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.
 Credit card or bank card (*do not attach copy*)
 Positive Notice Blue or Exemption card
 Student identification card issued by an education institution (with photo and signature)
 Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

- Medicare card
 Queensland crowd controller/private investigator/security officer licence
 Passbook or account statement issued by a financial institution dated in the last 6 months
 Australian taxation assessment notice dated in the last 6 months
 Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).



Part C – Declaration by prescribed person

I declare that:

- I have checked the name, date of birth and signature details provided in this form and confirm they match those on the identification documents sighted; and
- I understand that it is an offence to provide a false or misleading statement or document.

I am a:

- Justice of the Peace
 Commissioner for Declarations
 Lawyer
 Police Officer

Name of applicant

Signature of prescribed person

Name of prescribed person

Date of signature

D D
M M
Y Y Y Y

Stamp and Registration
No. (if applicable)


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