

Fact sheet 16

How do I apply?

October 2014



If you are starting a new **paid** job in child-related work in NSW, you need to apply for a Working With Children Check.

If you are currently employed or you volunteer in child related work, please see [FACT SHEET: Phase-in schedule](#) and [FACT SHEET: Exemptions](#) on our [Fact sheets and resources web page](#).

If you are applying from overseas or interstate, please see [FACT SHEET: Overseas applicants](#) or [FACT SHEET: Interstate applicants](#).

STEP 1: Complete an online application form

- Go to www.kidsguardian.nsw.gov.au/check and complete the online application form. If you do not have access to the internet, please telephone (02) 9286 7219 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 redo the form to avoid problems with the proof of identity requirement at step two.
- Ensure you select the correct category: paid or volunteer worker. The \$80 fee for paid workers is not refundable if you are a volunteer and you choose 'paid worker' by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.



Working with Children Check

Your Check

Do you need a Check?
Take our quiz

Update your details

Apply for your Check

Change from volunteer to paid

Verify

Individuals (e.g. parents) verify

Employer log in and verify

Employer registration

You must register as an employer to access the new system. Once you have registered, log in to verify an individual's Working With Children Check status.

Register

Need help? Watch the [online tutorial on YouTube](#). More video tutorials are available on our website: [Online tutorials](#).



Scan to view our
[Online tutorials](#)

STEP 2: Present proof of your identity

- Go to a NSW Motor Registry, RMS agency, or Service NSW office (not your local Council). Find a location at www.service.nsw.gov.au/service-centre.
- You will need your application number and [proof of your identity](#). You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance. See [FACT SHEET: Fee information](#).

PLEASE NOTE: Before you go to submit your proof of identity

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW Motor Registry, RMS Agency, or Service NSW office.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or RMS Agency. See [FACT SHEET Interstate or incapacitated authorised carers or householders: Identity verification options](#).

Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also [FACT SHEET: When will I receive my results?](#) If you have not received your results within four weeks, please email your details and application number to check@kidsguardian.nsw.gov.au.

Find a NSW motor registry

Locations of Motor Registries, RMS Agency, or Service NSW offices can be found at www.service.nsw.gov.au/service-centre.

More information

For more information, please go to the [Frequently Asked Questions \(FAQ\)](#) available from at www.kidsguardian.nsw.gov.au/check.

If you have a question, please email check@kidsguardian.nsw.gov.au.

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