




Delinking a card holder – Quick Reference guide

If a blue card applicant or card holder stops child-related activities with your organisation, you must notify us by delinking the card holder from your organisation.

To access the Organisation Portal, go to <https://orgportal.bluecard.qld.gov.au>.

Removing a link (delinking)

1. Navigate to the  Blue card register.
2. Click ▶ next to the person you wish to delink.
3. Select the check box next to the child-related activity you wish to remove.
 - a. If you wish to delink more than one person (bulk delink), repeat steps 2 and 3 for all relevant people.
4. Click **Delink selected records**.

Blue card register

Create Link

Search

View results (1 selected)

	Name	Date of birth	Reference	Outcome	Card Type	Card Expiry
2	Julie Tiffany Ragel (1)	15-05-1998	1602063/1	Valid card	V	10-06-2020
3	<div> <div> <div>Employment Type</div> <div>Child care</div> </div> <div> <div>Applicant Type</div> <div>Student</div> </div> <div> <div>Date Link Established</div> <div>17/05/2017 12:11:36 PM</div> </div> </div>					
>	Carolyn Wanda Dakes (1)	22-04-1981	1538785/2	Valid card	P	12-06-2020
>	Glenda Tiffany Keir (1)	05-12-1971	1246402/3	Valid card	P	12-06-2020
>	Alberto Habowski (1)	19-01-1995	1308301/2	Valid card	V	13-06-2020
>	Lydia Brenda Hallmon (1)	20-12-1992	1303088/2	Valid card	V	13-06-2020

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Delink selected records

Export results

1 - 5 of 2605 items

5. In the pop-up, read the declaration and click Confirm delink.
 - a. If you change your mind, click the X in the top right-hand corner to return to the Blue card register.

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Applicant/card holder details

#	Reference	Client	CRA ID	CRA type	Result
1	1329863/2	John Smith	4786909	CRA	-

Declaration

Read and confirm

I am authorised by my organisation to provide this advice

The proposed applicant/applicant/card holder is no longer undertaking this child related activity with my organisation

I understand that the proposed applicant/applicant/card holder that is being delinked by my organisation will be advised

I understand that by submitting this delink request, my organisation will no longer have access to the personal details and blue card outcome information of the proposed applicant/applicant/card holder

The information I have provided is true and correct

I understand that it is an offence to provide a false or misleading statement, or document.

Confirm delink

When complete, a ✓ will appear in the Result column. The link between the two parties is now deactivated. You will no longer have visibility of the applicant or card holder and will not be able to see the blue card outcome or any changes in status. Should the link between your organisation and the applicant/card holder need to be re-established, you must undertake the link process again. When a link is removed, the person you delinked will receive a notification.

Need help?

Call us on **1800 113 611** or **07 3211 6999**, email organisationportal@bluecard.qld.gov.au or visit www.qld.gov.au/bluecardorgportal. If you need an interpreter, contact **Language Loop** on 1800 512 451.