




Managing your links – Quick Reference guide

Blue card register

The  [Blue card register](#) screen shows a list of all the blue card applicants and card holders linked to your organisation.

In this view, you can see:

1. **Name:** applicant or card holder's name and (in brackets) how many child-related activities are associated with them specific to your organisation.
2. **Date of birth:** applicant or card holder's date of birth.
3. **Reference:** online account number, applicant ID or blue or exemption card number (if relevant).
4. **Outcome:** current blue card outcome.
5. **Card type:** card holder's card type e.g. volunteer (V), paid (P) or exemption (E) (if relevant).
6. **Card expiry:** date blue or exemption card will expire (if relevant).


Blue card register

Search						
View results						
	1 Name ⓘ	2 Date of birth	3 Reference	4 Outcome	5 Card Type	6 Card Expiry ^
>	John Smith (1)	01-01-1993	1329863/2	Valid card	v	28-08-2020
>	Jane Doe (1)	01-01-1983	1707154/1	Valid card	v	23-05-2021

If you click > you are also able to see:

7. **Employment type:** the type of child-related activity this person undertakes within your organisation.
8. **Applicant type:** type of application (volunteer, paid or student).
9. **Date link established:** date the link between your organisation and the applicant or card holder established.

Blue card register

Search						
View results						
	Name ⓘ	Date of birth	Reference	Outcome	Card Type	Card Expiry ^
▼	John Smith (1)	01-01-1993	1329863/2	Valid card	v	28-08-2020
	7 Employment Type		8 Applicant Type	9 Date Link Established		
	<input type="checkbox"/> Churches, clubs and associations		Volunteer	30/03/2020 10:50:06 AM		
>	Jane Doe (1)	01-01-1983	1707154/1	Valid card	v	23-05-2021

Click v to minimise this view.

Searching your blue card register

When looking for a specific person within your blue card register:

1. Click [Search](#) to expand the search options.
2. Enter the search terms. Wildcard searches are available, so use ***** to maximise your search results.
3. Click [Search](#).

Search

1

First name

Middle name

Last name

Reference

Date of Birth range

Card Expiry Date range

3

Search

Sorting your blue card register

To sort the blue card register by a certain field, click the field's title. The blue card register will be sorted by the specified field.

A **^** will appear, indicating that the register is sorted by that field. Click the field again to sort in reverse order. The default sorting order is by card expiry, with the card closest to expiring appearing at the top.

Blue card register

Search

View results

	Name ⓘ	Date of birth	Reference	Outcome	Card Type	Card Expiry ^
>	John Smith (1)	01-01-1993	1329863/2	Valid card	V	28-08-2020
>	Jane Doe (1)	01-01-1983	1707154/1	Valid card	V	23-05-2021

Exporting your blue card register

If you need to export the information in your blue card register:

Blue card register

Search

View results

	Name ⓘ	Date of birth	Reference	Outcome	Card type	Card expiry ^
>	Nellie Bonnie Ulrey (1)	18-01-1977	8890/11	Valid card	V	17-07-2023
>	Ricky Annette Campobasso (1)	14-03-1984	83244/2	Valid card	V	17-07-2023
>	Annette Tina Applegate (1)	07-09-1955	90044/7	Valid card	E	17-07-2023
>	Lindsey Leona Jaskot (1)	13-08-1980	17997/5	Valid card	E	17-07-2023
>	Edna Cora Schneider (1)	14-06-1967	105201/4	Valid card	V	17-07-2023
>	Opal Patsy Krumrine (1)	08-02-1959	127997/5	Valid card	E	17-07-2023
>	Deanna Angelo Hoffschneider (1)	24-03-1987	53594/4	Valid card	V	17-07-2023

Delink selected Export results

2

Go to page: 1 Items per page: 20

1 - 20 of 1829 items

1. Navigate to the blue card register.

2. Click [Export results](#).

Please consider how this information is shared to protect the privacy of applicants' and card holders' personal information.

Note: the data exported from the blue card register is current only at the time of export.

Outcomes

There are a range of outcomes displayed in the blue card register within the Organisation portal

Outcome	Meaning	Outcome
Application pending	Applicant has verified identify but has not applied for a blue card.	Person cannot work with children
Application in progress	Blue or exemption card application is in progress.	*Person cannot work with children (unless applying for an exemption card)
Valid card + application in progress	Card holder has a valid card and has submitted a renewal application.	Person can work with children
Valid card	Blue or exemption card has been issued and is active.	Person can work with children
Valid clearance	Blue or exemption card issued but the card is not active.	Person can work with children
No valid card – contact BCS	Person does not have an application in progress, or a valid card.	Person cannot work with children
Negative notice	Person has a current negative notice.	Person cannot work with children
Disqualified person	Person is disqualified.	Person cannot work with children
Card suspended	Blue or exemption card has been suspended.	Person cannot work with children

**Please note if renewal has been submitted prior to a card expiring, the applicant can continue to work while their renewal application is processing, even if the current card expires while the application is processing. You can check if a renewal was submitted on time in the notices tab. If you are unsure if someone can work, please contact us.*

Creating a link (linking)


When an applicant or blue card holder is going to start regulated child-related activities with your organisation, you must notify us by creating a link between the applicant or card holder. When a link is established, your organisation will receive important notifications and updates about the applicant or card holder, including if their application is withdrawn or their blue card is suspended or cancelled.

For new volunteer and student applicants, must be linked to your organisation **before** they can complete their application online.

When a paid employee, volunteer or student is already linked to your organisation, and they renewed their blue or exemption card prior to the card expiring, the link will automatically carry over.

If a card hold does not renew before the expiry date, and their card expires. The link between the card holder and the organisation will be removed. For this reason, on time renewals are important.

To create a link:

1. Navigate to the  Blue card register.
2. Click [Create link](#).

Blue card register 2 [Create Link](#)

Search ▼

View results ▲

	Name ⓘ	Date of birth	Reference	Outcome	Card Type	Card Expiry ^
>	Julie Tiffany Ragel (1)	15-05-1998	1602063/1	Valid card	V	10-06-2020
>	Carolyn Wanda Dakes (1)	22-04-1981	1538785/2	Valid card	P	12-06-2020

3. Provide the applicant or card holders information:
 - a. Applicant identified (Online account number or Applicant ID) and date of birth OR
 - b. Blue/exemption card number and date of birth.

Create Link ✕

3a Reference ⓘ

Date of birth

Search

OR

3b Blue/exemption card number

Date of birth

Search

Cancel

4

4. Click the relevant search button.
 - a. Review the declaration and click [Agree](#).
 - b. If you change your mind, click Cancel.
5. Enter the following information about the child-related activity:
 - a. Applicant / card holder type

b. Employment type.

Create Link

Match successful!

I declare:

- I am authorised by my organisation to perform the task of linking an applicant/cardholder to my organisation
- I have taken reasonable steps to verify the applicant/cardholder's identity
- The applicant/cardholder is aware a link will be initiated by my organisation
- The applicant/cardholder is proposing to commence or continue in regulated employment with my organisation
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/card holder will be available in my organisation's portal account
- My organisation is entitled to have access to the applicant/cardholder's personal information and blue card outcome for the purposes of managing blue card obligations
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so
- I understand that it is an offence to employ, or continue to employ, a person who does not hold a blue card in regulated employment (unless an exception applies or the person is a registered teacher or police officer who has applied for or holds an exemption card)
- I understand that it is an offence to employ, or continue to employ, a [disqualified person](#) or [negative notice holder](#) in regulated employment and that my organisation cannot employ a [restricted person](#) to work with children, even if an [exception](#) applies to their role
- The information I have provided is true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

5a Cancel Agree 5

Additional information will be required in certain circumstances, such as site address where the child-related activity is a home-based care service. You will be prompted to provide the required information.

When a link is created, the person to whom you linked will receive a notification.

Modifying an existing child-related activity

In some circumstances, you may need to modify an existing child-related activity. This may occur when a card holder switches from a volunteer to paid position, or where a card holder changes roles within your organisation.

To modify an existing child-related activity:

1. Navigate to the [Blue card register](#).
2. Click [binoculars](#) next to the person whose CRA you wish to modify.
3. Click the [binoculars](#).

Blue card register [Create Link](#)

Search

View results

Name	Date of birth	Reference	Outcome	Card Type	Card Expiry
Julie Tiffany Ragel (1)	15-05-1998	1602063/1	Valid card	V	10-06-2020
<div> <div> <input type="checkbox"/> Employment Type <input type="checkbox"/> Child care_LongName </div> <div> <input type="checkbox"/> Applicant Type <input type="checkbox"/> Student_LongName </div> <div> <input type="checkbox"/> Date Link Established 17/05/2017 12:11:36 PM </div> </div>					
Carolyn Wanda Dakes (1)	22-04-1981	1538785/2	Valid card	P	12-06-2020

2 3 4

4. Update the CRA details.

- Click [Save](#).

The screenshot shows the 'CRA information' form. A red box labeled '4' highlights the 'Child-related activity information' section, which includes 'Applicant type' and 'Employment type' dropdown menus. A red box labeled '5' highlights the 'Save' button at the bottom right of the form.

Removing a link (delinking)

If a blue card applicant or holder is ceasing child-related activities with your organisation, you must notify Blue Card Services. This is done by de-linking the card holder from your organisation:

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

The screenshot shows the 'Blue card register' interface. A red box labeled '2' highlights the dropdown arrow next to the first record. A red box labeled '3' highlights the checkbox next to the 'Child care' activity for the first record. A red box labeled '4' highlights the 'Delink selected records' button at the bottom left of the interface.

Name	Date of birth	Reference	Outcome	Card Type	Card Expiry
Julie Tiffany Ragel (1)	15-05-1998	1602063/1	Valid card	V	10-06-2020
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

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](#) 5

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.