



Blue Card Services Exemption card application or renewal for disability service workers

Working with Children (Risk Management and Screening) Act 2000

DWS/E

Valid for
lodgement until
20 SEP 2025

This form is to be completed by a **Queensland teacher** or **Queensland police officer** proposing to start or continue in child-related employment or business who has applied for, or holds, a Disability Worker Screening clearance issued in Queensland.

Please Note: a new employer must link you to their employee register before you begin work. They can link you in their online portal or by submitting the "Link a person to your organisation" form.

All fields/sections marked with ▲ MUST be completed or your application can not be processed.

▲ 1. Proof of identity

To support your application, you **must** provide a copy of an identification document (ID) or Customer Reference Number (CRN) confirmation letter issued by the Queensland Department of Transport and Main Roads (TMR).

The copy of your ID (front and back) or CRN confirmation letter (provided by TMR) must be certified by a **Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer**. **If you do not attach a certified copy of the full document, it will delay your application.**

Examples of ID issued by TMR in Queensland include:

- Driver licence
- Marine licence
- Motorcycle licence
- Photo identification card
- Proof of age card (18+ card)

What if you have never held one of the above products or your photo is too close to expiry ?

You will need to visit a TMR customer service centre to have your photo taken and obtain a CRN confirmation letter. You will not have to pay for this. Please call 13 23 80 to locate your closest service centre. NOTE: Your TMR photo must be valid for a minimum 3 years and 1 month.

Mobile customer service units also operate in rural or remote communities. Alternatively, call 07 3211 6999 or 1800 113 611 for a remote pack.

Queensland Transport and Main Roads ID or CRN details:

Licence number or CRN (certified copy of the full document must be attached):

▲ 2. Disability Worker Screening details

Nominate your Disability Worker Screening status:

☐ I hold a Disability Worker Screening clearance card issued in Queensland

Clearance card reference:

Card expiry date:

 /

☐ I have applied in Queensland for a Disability Worker Screening clearance

Disability Worker Screening reference number (if known):

Date application submitted:

 /

▲ 3. Exemption details

Are you a:

☐ Queensland registered teacher

Teacher registration:

☐ Queensland police officer

Police identification number:

Note: you can only complete this form if you are a Queensland registered teacher or police officer.

4. Application details

Are you a:

- ☐ Paid employee or job seeker (go to **section 5**)
- ☐ Volunteer (go to **section 5**)
- ☐ Business operator or self employed person (including Executive Officer) – complete section below.

Business details

Name of business

Postal address of business

Suburb

State

Postcode

Telephone (daytime)

Email

Type of child-related activity:

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

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

- | | |
|---|---|
| <input type="checkbox"/> Authorised person of a provisionally accredited, or accredited, non-state school | <input type="checkbox"/> Health, counselling and support services |
| <input type="checkbox"/> Child accommodation services including home stay | <input type="checkbox"/> Justice and detention services |
| <input type="checkbox"/> Child care services and similar businesses (e.g. au pair, nanny, babysitter) | <input type="checkbox"/> Licensed care services - Contractor entering a licensed care facility (eg. maintenance of facility, ie. plumber) |
| <input type="checkbox"/> Disability services | <input type="checkbox"/> Operators of hostels for rural children |
| | <input type="checkbox"/> Paid private teaching, coaching or tutoring |
| | <input type="checkbox"/> Sport and active recreation |
| | <input type="checkbox"/> Religious representatives* |

Education and care services and similar businesses

- ☐ Approved provider or person with management or control in relation to an education and care service (including family day care)*
- ☐ Child care - contractor (e.g. contractor entering a child care premises when child-related services are being conducted)
- ☐ Stand alone carer*

Address where stand alone care is being provided

Suburb

State

Postcode

- ☐ Director of a corporation which is the governing body of an accredited or proposed non-state school*

Name of school

- ☐ Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

Please provide details of the religious entity/group you are accountable to:

Name of religious entity/group

Contact person

Postal address

Suburb

State

Postcode

Telephone

* If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.

5. Personal details

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

▲ **Title** Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

▲ **Full legal name**

First name Middle name Last name
No middle name (please tick) ☐

Gender

☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to state

▲ **Date of birth**

/ /

▲ **Place of birth**

Town/City State/Territory Country

Cultural background (if applicable)

☐ An Aboriginal person ☐ A Torres Strait Islander ☐ An Aboriginal and Torres Strait Islander
☐ Prefer not to state ☐ Do not identify

Current or former professional roles (if applicable)

☐ Foster or kinship carer ☐ Health practitioner
☐ Operator/supervisor/carer of a child care or education service ☐ Teacher

Do you require an interpreter? ☐ Yes ☐ No

Preferred language

▲ **Previous names or other names (if applicable)**

It does not matter how long ago you used the name or for how long the name was used. For example:

- birth name
- married name
- change by certificate
- changed order of name
- name before marriage
- alias
- adoption
- name used on legal document

First name Middle name Last name

If you require more space, please tick this box ☐ and attach a separate list.

▲ 6. Contact details

Current postal address (within Australia)

Suburb State Postcode

Current residential address (if different from above)

Suburb State Postcode

Telephone (daytime)

()

Email

Telephone (mobile)

7. Declaration

I declare that:

- I have read the information on page 5 and I am not disqualified from applying for a blue card*;
- I have read the information on page 5 and I do not hold a negative notice[†];
- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past;
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information;
- I consent to information from any police, court, tribunal, prosecuting authority, criminal intelligence agency, other Australian agencies who undertake screening for individuals who work or propose to provide services to children or vulnerable people or other authorised agency being obtained and for these agencies to disclose any information for the purposes of assessing my eligibility to work with children and ongoing checks while my application/working with children clearance 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 understand that the information obtained may also include disciplinary information from certain bodies, domestic violence information, adverse decisions made by other Australian Working with Children Check agencies and other information obtained under the *Working with Children (Risk Management and Screening) Act 2000*;
- I have read and understand the contents of this form;
- I understand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or my child-related employment ends;
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes; and
- I understand that my personal details will be shared with the department which administers the Disability Worker Screening system (see page 6).

Signature of applicant/cardholder

Date of signature

Next step

Applications may be lodged by one of the following methods:

Scan and upload

www.qld.gov.au/bluecard

By post

PO Box 12671, Brisbane George Street QLD 4003

In person

53 Albert Street, Brisbane QLD 4000

Important information

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

A registered teacher means a person registered as a teacher under the *Education (Queensland College of Teachers) Act 2005*.

A police officer means a person engaged by the Queensland Police Service as a police officer under the *Police Service Administration Act 1990*.

After you have submitted an application for an exemption card, your application details will be forwarded to the Queensland College of Teachers or the Queensland Police Service, where appropriate.

Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency.

*Disqualified person

It is an offence for a disqualified person to make an exemption card application.

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 eg. teenage partners), child exploitation offences, murder and other serious sexual or violent offences against an adult or 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*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

[‡]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.

[§]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.

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

Further information about disqualified persons is available from www.qld.gov.au/bluecard or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

†Negative notice

It is an offence for a negative notice holder to make an exemption card application.

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the *Application to Cancel a Negative Notice* form.

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

Police information

A change in police information includes:

- any charge or conviction for an offence (conviction 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);
- where the person is the respondent 'to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
- where the person becomes subject to: reporting obligations or a child protection offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or a disqualification order; or a sexual offender order.

Privacy notice

The Department of Justice (DOJ) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act).

Your personal information is being collected for the purpose of verifying your identity, processing and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

DOJ will disclose your personal information to organisations you work for, or expect to work for, or provide services to, including information 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 and if your blue/exemption card is subsequently suspended or cancelled.

DOJ will also disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), and their card producer, to produce your blue/exemption card, DOJ's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DOJ to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DOJ online services from outside Australia, where a service provider who provides services to DOJ has servers located outside Australia and in exceptional circumstances for card production purposes. Some email service providers store emails outside Australia. If yours does, then emails sent to you by DOJ will be stored outside Australia.

DOJ publishes confirmation about whether your blue card is valid.

DOJ may use electronic communication to provide information and to collect information for research purposes.

DOJ manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.

Disability Worker Screening

Blue Card Services and the department which administers the disability worker screening system (the Department) are committed to protecting your privacy. Blue Card Services and the Department collect and share personal and sensitive information for the purposes of the operation of the blue card and disability worker screening systems. For example, Blue Card Services may share your personal information with the Department under *Working with Children (Risk Management and Screening) Act 2000* and the *Disability Services Act 2006* (Qld) to:

- establish a match with your Disability Worker Screening record;
- obtain information from the Department in relation to the disability worker screening eligibility assessment undertaken by the Department, including the assessment outcome and your ongoing eligibility to hold a Disability Worker Screening clearance;
- notify the Department of the outcome of your blue/exemption card application and your ongoing eligibility to hold a blue/exemption card;
- send and receive information or documents relevant to the assessment of your eligibility to hold a blue/exemption card or a Disability Worker clearance.

Information about how your personal and sensitive information may be used or disclosed by the Department is available at Disability Worker Screening Card Applications – information management policy.

Human Rights

Section 58 of the *Human Rights Act 2019* (QLD) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.

Blue Card Services, Department of Justice

✉ PO Box 12671, Brisbane George Street QLD 4003

🏠 53 Albert Street, Brisbane QLD 4000

☎ 07 3211 6999 or 1800 113 611

🖱 www.qld.gov.au/bluecard