



This form is to be completed where a volunteer applicant/blue card holder is proposing to undertake child-related business and needs to transfer from a current volunteer 'V' card to a paid 'P' card. 'V' card must not be expired.

Upon lodgement and processing of this form, a paid (P) card will be issued (provided there has been no change to eligibility) which can be used for any other child-related activity being provided (paid or unpaid). You can start your business once you have submitted this form.

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

1. Applicant/cardholder's details

Form section 1 containing fields for First name, Middle name, Last name, Date of birth, Place of birth, Current postal address, Suburb, State, Postcode, Telephone, Email, Blue card number, TMR customer reference number, and Name on blue card.

2. Category of child-related work

Information about categories of child-related employment 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:

Form section 2 containing multiple checkboxes for categories such as 'Authorised person of a provisionally accredited, or accredited, non-state school', 'Health, counselling and support services', 'Licensed care services', etc., along with detailed sub-fields for 'Stand alone carer' and 'Director of a corporation'.

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

### 3. Payment options

The application fee is GST exempt (under division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*), non-refundable and subject to change.

A **\$101.30** fee is required. Please select one of the following payment methods:

**EFTPOS** (over the counter transaction only)

**Cheque/Money order**—made payable to Blue Card Services (ABN 13 846 673 994)

**BPoint**—pay by credit card at [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)

Receipt number

Date payment made

### 4. Declaration

I declare that:

- The details and identification documents provided are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I have read and understand the contents of this form;
- I understand that I must notify Blue Card Services if I change my name, contact details, or cease my child-related business;
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes<sup>1</sup>; and
- I understand and will comply with my obligation to implement and maintain a child and youth risk management strategy.


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](http://www.qld.gov.au/bluecard)

 **In person**  
53 Albert Street, Brisbane QLD 4000

 **By post**  
PO Box 12671, Brisbane George Street QLD 4003

### 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 make a blue card application.**

A disqualified person is someone who:

- has been convicted<sup>‡</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. 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*.

<sup>‡</sup>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.

<sup>§</sup>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](http://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 a blue 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](http://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);
- the existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where the person is the subject of an application for a disqualification order (which is an order that prohibits a person from holding or applying for a blue/exemption card);
- 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 and Attorney-General (DJAG) 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.

DJAG 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.

DJAG 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, DJAG'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 DJAG 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 DJAG online services from outside Australia, where a service provider who provides services to DJAG 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 DJAG will be stored outside Australia.

DJAG publishes confirmation about whether your blue card is valid.

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

DJAG 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.

## 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 and Attorney-General

✉ 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](http://www.qld.gov.au/bluecard)