



Blue Card Services Application to cancel a negative notice

Working with Children (Risk Management and Screening) Act 2000

Valid for
lodgement until
20 SEPT 2025

This form is to be completed by negative notice holders applying to have this notice cancelled.

Do not complete and lodge this form if your negative notice was issued within the last two years, or a previous application to cancel the negative notice was lodged within the last two years.

Where a decision to issue you with a negative notice was made on wrong or incomplete information, or you were a relevant disqualified person at the time of the decision, you may apply to have the decision to issue you with a negative notice reassessed.

If you are no longer subject to an offender prohibition order, a disqualification order, a sexual offender order, or reporting obligations under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004* you may apply to have the decision to issue you with a negative notice reassessed.

Your negative notice will remain current until it is cancelled.

It is an offence to make a blue card or exemption card application if you have a negative notice that remains current.

All fields 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. 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 **\$104.70** 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

Receipt number

Date payment made

If you are a Queensland registered teacher or a Queensland police officer, no payment is required.

OFFICIAL USE ONLY

Receipt number

Date

3. Personal details

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

▲ **Full legal name**

First name

Middle name

Last name

▲ **Gender**

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

▲ **Date of birth**

▲ **Place of birth**

Town/City

State/Territory

Country

▲ **Current postal address (within Australia)**

Suburb

State

Postcode

Current residential address

Suburb

State

Postcode

Telephone (daytime)

Email

Telephone (mobile)

▲ **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
- name before marriage
- change by certificate
- changed order of name
- married name
- 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.

4. Applicant's declaration

I declare that:

- 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 a false or misleading statement or document;
- I have read the contents of this form;
- 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 understand my consent can be withdrawn at any time before a decision is made on my application; and
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes‡.

Signature of applicant

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. If you withdraw your consent to screening your negative notice will remain current. If you have a current negative notice you must not apply for, start or continue in regulated employment or carry on a regulated business or you may be subject to penalties of up to 5 years imprisonment or a fine in excess of \$83,000.

* 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.

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);
- 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 (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.

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