

Blue Card Services **Paid Employee or Job Seeker Blue Card Application or Renewal**

Working with Children (Risk Management and Screening) Act 2000

Valid for lodgement until 20 SEP 2025

This form is to be completed by an individual proposing to start or continue in paid child-related employment.

Important notice: If you are eligible to apply for a blue card (please see **disqualified person**^{*} and **negative notice holder**[†] definitions on page 4), continue to complete this application. If you are not eligible, **do not** complete this form. Disqualified persons must complete an Eligibility Declaration and negative notice holders must complete the Application to Cancel a Negative Notice if two years have passed since the negative notice was issued.

All fields marked with **A** 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

Motorcycle licence

- Marine 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 for paid employees or job seekers. 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 ma	ide	
/	/	

OFFICIAL USE ONLY														
Receipt number	Date	/	/								/			



3. Personal details				
Previous blue/exemption card number (if application of the second s	able):			
Title Mr Mrs Miss Ms	Other			
Full legal name				
First name	Middle name		Last name	
Gender			No middle name (please	tick)
Male Female Non-binary	Prefer not to state			
Date of birth				
/ /				
Place of birth				
Town/City	State/Territory		Country	
	,		, 	
Cultural identity (if applicable)				
	ait Islander person	An Aboriginal and Torre	es Strait Islander person	
Prefer not to state Do not ident				
Current or former professional roles (if applicat)ie)			
Foster or kinship carer		Health practitioner		
Operator/supervisor/carer of a child care or e	ducation service	Teacher		
Do you require an interpreter?	No			
Preferred language				
Previous names or other names (if applicable)				
It does not matter how long ago you used the nam • birth name • name before m				
change by certificate adoption	-		name used on legal docum	ent
First name	Middle name		Last name	
If you require more space, please tick this box	and attach a separate list			
	-			
4. Contact details				
Current postal address (within Australia)				
Suburb		State		Postcode
Current residential address (if different from ab	oove)			
Suburb	1	State		Postcode
Telephone (daytime)		Email		

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5. Declaration

I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card*;
- I have read the information on page 4 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; and
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes.

Signature of applicant/cardholder

Date o	f signatu	re	
	/	/	

Next step

Applications may be lodged by one of the following methods:

U 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.

*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[‡] 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.*
- [‡] 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 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.

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 DOI 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.

DOI 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.



07 3211 6999 or 1800 113 611 www.gld.gov.au/bluecard

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