



# Blue Card Services Change in police information\* notification

Working with Children (Risk Management and Screening) Act 2000

**This form is to be completed to advise Blue Card Services where an applicant/cardholder has had a change in their police information.**

## What you need to do now

- You must **immediately** notify Blue Card Services that your police information has changed by completing this form in full.
- Submit this form through any of the following methods:
  - Scan and upload: [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)
  - By post: PO Box 12671, Brisbane George Street QLD 4003
  - In person: 53 Albert Street, Brisbane QLD 4000

## What happens next?

- Your eligibility to hold a blue card or exemption card will be reassessed.
- Where the change is relevant to your child-related employment, your organisation/employer/education provider or other entities will be notified (if applicable) that your eligibility for a blue/exemption card is being reassessed, including whether the change in police information is a charge or conviction and whether it is a serious offence.

Further information about the change in police information 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

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

## 1. Applicant/cardholder's details

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

▲ Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

### ▲ Full legal name

First name  Middle name  Last name

No middle name (please tick) ☐

### ▲ Date of birth

/  /

### ▲ Place of birth

Town/City  State/Territory  Country

### ▲ 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
- married name
- alias
- change by certificate
- adoption
- changed order of name
- 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.

### ▲ Current postal address (within Australia)

Suburb  State  Postcode

Current residential address (if different from above)

Suburb

State

Postcode

Telephone (daytime)

Email

Telephone (mobile)

## 2. Employment details

Name of organisation

Type of child-related employment requiring a blue card (e.g. schools)

Applicant currently employed in child-related employment as:

☐ Paid employee ☐ Volunteer ☐ Student ☐ Self-employed ☐ Not working or volunteering with children (go to **section 3**)

Current postal address of organisation

Suburb

State

Postcode

Organisation contact person's name

Organisation contact person's position

Telephone

Email

If you require more space to list other child-related employers, attach a separate sheet.

## 3. Declaration

I declare that:

- The details provided in this form are true and correct;
- I understand that any organisation listed above will be linked to my blue card and notified of any change to my blue card status;
- I will notify Blue Card Services if any of my contact details change during my blue card reassessment;
- I understand it is an offence to provide a false or misleading statement or document; and
- A change in my police information has occurred since lodging my blue/exemption card application, or being issued with a blue/exemption card.

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)

### By post

PO Box 12671, Brisbane George Street QLD 4003

### In person

53 Albert Street, Brisbane QLD 4000

## 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.

## \*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.

## 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

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