



Working with Children Check

Interstate Applicant Information Sheet

Lodging an interstate application for the Victorian Working with Children Check

APPLICANT INFORMATION:

1. Please read pages 1-10 of the Working with Children Check (WWC Check) Application Guide as it explains how to complete the form correctly.
2. Complete your WWC Check Application Form and Receipt (back page of form) making sure all the mandatory sections are filled in correctly. **DO NOT** sign the Application Form and Receipt yet.
3. Section 5 of the Application Guide (page 8) explains what identification documents you will need to provide in order to lodge your application. Please read this section carefully because if the correct documents and the right amount of documents are not supplied, your application cannot be processed.
 - a) You must have a document from each of the three categories A, B and C which all must add up to a minimum of 100 points **Or/**
 - b) You must have three documents from Category B (one with a minimum value of 40 points) and one document from Category C which all must add up to a minimum of 100 points
4. Interstate applicants need to provide two passport sized photos ensuring that they meet the requirements stipulated on page 9 of the Application Guide. Affix one of the photos to the Application Form on page 14 in the designated spot. The second photo must be certified on the back by the certifying officer (a person authorised to witness statutory declarations in your state).
5. You then need to sign your WWC Check Application Form and Receipt in front of the certifying officer.
6. If you are applying as a volunteer there is no application fee. If you are applying for a Check for paid employment purposes the application fee is \$77.80* and you will need to include a cheque or money order made payable to 'The Department of Justice' with your application.

** Fees change annually on 1st July. Please check the website or contact the Information Line for the current fee if applying around this date.*

Please note it is an offence to use a volunteer WWC Check for paid employment purposes.

7. For information about who can witness statutory declarations in your state, please consult the Department of Justice in your state:

ACT (uses Commonwealth statutory declarations)

www.ag.gov.au

Tel: 13 2281

QLD

www.justice.qld.gov.au

Tel: 07 3239 3520

TAS

www.justice.tas.gov.au

Tel: 03 6233 3400

NSW

www.lawlink.nsw.gov.au

Tel: 02 9228 7777

SA

www.justice.sa.gov.au

Tel: 08 8207 1725

WA

www.justice.wa.gov.au

Tel: 13 1217

NT

www.nt.gov.au/justice

Tel: 08 8935 7777



CERTIFYING OFFICER INFORMATION

1. Copies of the documents must be certified by a person who is authorised to witness statutory declarations in your state. Each document must be certified separately and must show clearly:
 - The words “certified and true copy of the original”
 - The signature of the certifying officer; and
 - The name and address or provider/registration number (where appropriate) of the certifying officer, legibly printed below the signature. It must be possible from the details provided to contact the certifying officer if necessary.
2. The second passport photo must be certified stating, “This is a true photograph of <Full Name of Applicant>,” and included with the Application Form.
3. The certifying officer must write and sign a *separate* statement that confirms they have witnessed the applicant signing the WWC Check Application Form and Receipt.

LOGGING THE WWC CHECK APPLICATION FORM

All your documents must now be sent to the WWC Check Unit for processing. You must include:

- Your completed WWC Check Application Form and Receipt
- Certified true copies of your identification documents
- Two passport sized photos, one certified on the back by the certifying officer
- A cheque or money order for \$77.80* if the application is for paid employment purposes
** Fees change annually on 1st July. Please check the website or contact the Information Line for the current fee if applying around this date.*
- A signed separate statement completed by the certifying officer confirming they have witnessed you signing the WWC Check Application Form and Receipt

Please make a record of your Receipt Number, found in the top right hand corner of the Application Receipt (page 16), prior to sending your documents.

Your application, documents and application fee (if applicable) need to be mailed to:

Director
Working With Children Check Unit
Department of Justice
GPO Box 1915
MELBOURNE VIC 3001

Once the WWC Check Unit has received your application and confirmed all necessary information and documentation has been provided, the Application Receipt will be verified and returned to you. You should receive the verified Receipt within two weeks of your application being received by the Unit.

Further information

This information sheet should be read together with the Application Guide, which is attached to the Application Form.

Information is also available from:

Website www.justice.vic.gov.au/workingwithchildren

Information Line Tel: 1300 652 879

8: 30am–5pm (EST) Monday–Friday (excluding Public Holidays)

If you need an interpreter, please call the Translating and Interpreting Service on 13 1450 and have them contact the WWC Check Information Line on 1300 652 879

