

Interstate Application for Working with Children Check

In order to successfully lodge a Working with Children Check application form outside Victoria, you will need to have obtained an application form from a Victorian postal outlet and follow the steps below:

1. Please read pages 1-10 of the Working with Children Check Application Guide as it explains how to fill out the form correctly.
2. Fill out your Working with Children 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 yet.
3. Section 5 of the Application Guide (page 8) explains what 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 can not 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 3 documents from Category B (1 with a minimum value of 40 points) and 1 document from Category C which must all add up to a minimum of 100 points.
4. Documents must be certified by an appropriate person. Each document must be certified separately and must show clearly:
 - a. The words "certified and true copy of the original"
 - b. The signature of the certifying officer; and
 - c. 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.
5. Applicants applying from interstate will need to provide 2 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 stating "This is a true photograph of <Full Name of Applicant>," with the Application Form.
6. You then need to sign your Working with Children Check Form and Receipt in front of the certifying officer.
7. 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 \$70 and you will need to include a cheque made payable to 'The Department of Justice' with your application.
8. The certifying officer then must sign a Statutory Declaration stating that they have witnessed you signing your Working with Children Check Form and Receipt.
9. All your documents must now be sent to the Working with Children Check Unit for processing.
 - a. Completed Working with Children Check Application Form and Receipt
 - b. Certified true copies of your identification documents.
 - c. Two passport sized photos, one certified in the back by the certifying officer.
 - d. If the application is for paid employment purposes a cheque for \$70 must also be included.
 - e. Statutory Declaration completed by the appropriate person stating they have witnessed you signing the form and receipt.

Documents to be sent to:

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

Once the Working with Children Check Unit has received your application and confirmed all necessary information has been provided, the Application Receipt will be verified and returned to you. You should receive the verified Receipt within a week of your application being received by the Unit.

If you have any further queries, please contact the *Working with Children Check Information Line* on **1300 652 879**, or Gill Read, Faculty of Medicine, Nursing & Health Sciences via email: gill.read@med.monash.edu.au.