**Change in Personal Circumstances**

This form enables the Nominee to:

* notify the department of changes to the personal history of the Nominee, Director, Manager and people engaged in relation to the provision of care services by the organisation, in accordance with sections *141C* and *141D(3)* of the *Child Protection Act 1999 (The Act).*
* notify the department of changes to criminal history and Blue Card/Exemption Cards and applications for all aforementioned persons, in accordance with sections *141H* and *141I* of *The Act*.
* notify the department of changes to child protection history for all aforementioned persons.
* notify the department of change of name or address details for all aforementioned persons.

The Nominee or their delegate must complete this form and forward it to the Child Safety Licensing Mailbox ([**CS\_Licensing@cyjma.qld.gov.au**](mailto:CS_Licensing@cyjma.qld.gov.au)) Department of Children, Youth Justice and Multicultural Affairs immediately after the change.

*If insufficient space is provided, please include additional information as an attachment.*

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|  | **Part 1: Details of Person the Change Relates to** | | | | | | |  |
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|  | Position in Organisation: | Nominee  Director  Manager  Staff  Volunteer | | | | | |  |
|  | | | | | | | | |
|  | Given Name: |  | | | | | |  |
|  | | | | | | | | |
|  | Middle Name/s: |  | | | | | |  |
|  | | | | | | | | |
|  | Family Name: |  | | | | | |  |
|  | | | | | | | | |
|  | Details of Organisation *Name:* |  | | | | | |  |
|  | *Address:* |  | | | | | |  |
|  | *Suburb/Town*: |  | | | | | |  |
|  | *State/Territory*: |  | | | *Postcode:* | |  |  |
|  | | | | | | | | |
|  | Date of Birth: *(dd/mm/yyyy):* |  | | | Sex *(male, female):* | |  |  |
|  |  | | | | | | |  |
|  | Telephone Number: | |  | Blue Card Number: | |  | |  |
|  | | | | | | | | |
|  | **Part 2: What Does the Change Concern Relate to (tick all that apply)** | | | | | | |  |
|  | Change of name | | | | | *If change relates to name or address only, complete Part 3 and lodge form.* | | |
|  | Change of address | | | | |  | | |
|  | Change due to involvement with the Queensland or any  interstate/international child protection agencies (child  protection history) | | | | | *Complete Part 4 and lodge form.* | | |
|  | Change in criminal history | | | | |  | | |
|  | Change related to Blue Card/Exemption Card or application | | | | |  | | |
|  | Change related to you being the respondent in a domestic and  family violence matter | | | | |  | | |
|  | Change in traffic history (include driving under the influence of drugs or alcohol and dangerous driving only) | | | | |  | | |

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|  | **Part 3: Change of Name or Address (can be completed and signed by nominee or delegate)** | | | | | | | | | | | |  |
|  | | | | | | | | | | | | | |
|  | **Change of Name** | | | | | | | | | | | | |
|  | From: *First*: |  | | | To: *First*: | |  | | | | | |  |
|  | *Middle*: |  | | | *Middle*: | |  | | | | | |  |
|  | *Family*: |  | | | *Family*: | |  | | | | | |  |
|  | | | | | | | | | | | | | |
|  |  | | | | | Date of Change: | | | /  /20 | | | |  |
|  | **Change of Address** | | | | | | | | | | | | |
|  | From: *Line 1*: |  | | | To: *Line 1*: | |  | | | | | |  |
|  | *Line 2*: |  | | | *Line 2*: | |  | | | | | |  |
|  | *Suburb/Town*: |  | | | *Suburb/Town*: | |  | | | | | |  |
|  | *State/Territory*: |  | *Postcode:* |  | *State/Territory*: | |  | | *Postcode:* | |  | |  |
|  | | | | | | | | | | | | | |
|  |  | | | | | Date of Change: | | | /  /20 | | | |  |
|  | | | | | | | | | | | | | |
|  | **Name of Nominee:**  (or nominee delegate) | | Nominee  ***or***  Name and organisational role of person delegated by the Nominee  Name  Role | | | | | | | | |  | |
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|  | **Signature*:*** | |  | | | | | **Date**: | | /    / 20 | | |  |

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|  | **Part 4: Details of Change in Circumstances (must be completed and signed by Nominee)** | | | | | |  |
|  | **Change due to involvement with a child protection agency** | | | | | | |
|  | Details: | *For Standard of Care Review/Harm Reports complete once your organisation has been advised by the department that a SOCC has been recorded.*  *– include date of incident, name of young person, CSSC investigating, nature of incident* | | | | |  |
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|  | **Change in criminal history** | | | | | | |
|  | Details: |  | | | | |  |
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|  | | | | | | | |
|  | **Change to Blue Card/Exemption Card or application (must provide card number if applicable)** | | | | | | |
|  | Details: |  | | | | |  |
|  |  |  |
|  | | | | | | | |
|  | **Change related to domestic/family violence matter** | | | | | | |
|  | Details: |  | | | | |  |
|  |  |  |
|  | | | | | | | |
|  | **Change in traffic history** | | | | | | |
|  | Details: |  | | | | |  |
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|  | **Name of Nominee:** | |  | | |  | |
|  |  | |  |  | | | |
|  | **Signature*:*** | |  | **Date**: | /    / 20 | |  |

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| **Part 4: Nominee’s Obligations Under the Child Protection Act 1999** |
| **Personal History**  The Child Protection Act 1999 requires the nominee for a licence to immediately notify the Chief Executive of the Department of Children, Youth Justice and Multicultural Affairs of any changes to the domestic violence history or traffic history of the Nominee, Director(s), Manager(s), and people engaged in relation to the provision of care services by the service.  **Blue Card/Exemption Cards**  The Child Protection Act 1999 also requires the nominee to immediately provide written notice to the Department of Children, Youth Justice and Multicultural Affairs in instances where:  The Nominee:  applies for a Blue Card/Exemption Card and the application is withdrawn;  is charged with a disqualifying offence or convicted of a serious offence;   * + has notified the Chief Executive (employment screening) of a change in police information within the meaning of the *Working with Children (Risk Management and Screening) Act 2000*.   The Nominee has received one of the following disclosures from a Director(s):  The director has applied for Blue Card/Exemption Card and the application is withdrawn; and/or  The director is charged with a disqualifying offence or convicted of a serious offence; and/or  The director has notified the Chief Executive (employment screening) of a change in police information within the meaning of the Working with Children (Risk Management and Screening) Act 2000.  The Nominee becomes aware of the following in relation to a Manager or person engaged in relation to the provision of care services by the service:  An application for a Blue Card/Exemption Card is withdrawn; and/or  An application for a Blue Card/Exemption Card is made because of a change in the person’s criminal history; and/or  The person is charged with a disqualifying offence or convicted of a serious offence; and/or  The person is issued with or given a Negative Notice or Negative Exemption Notice.  The Nominee has notified the Chief Executive (employment screening) of a change in police information within the meaning of the Working with Children (Risk Management and Screening) Act 2000.  A maximum penalty of 100 Units\* may apply to Nominees for failure to comply with these obligations under the Child Protection Act 1999.  *\* For value of 1 penalty unit refer to section 5 of the Penalties and Sentences Act 1992.* |

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| **Part 5: Privacy Notice** |
| The Department of Children, Youth Justice and Multicultural Affairs is collecting your personal information for the purpose of assessing the ongoing suitability of the Nominee or people engaged in providing, managing or directing licensed care services.  This information is collected under *Chapter 4, Part 2* of the *Child Protection Act 1999* and *Part 7* of the *Child Protection Regulation 2011* and may be given to the Queensland Police Service, Public Safety Business Agency, and Department of Transport and Main Roads. These agencies may pass your information to equivalent interstate or international agencies. In circumstances where an interstate or international child protection check is required, your personal information may be provided to the government agency responsible for child protection in other Australian states and territories and also to International Social Services Australia and the Department of Child, Youth and Family Services (New Zealand).  Your personal information will be handled in accordance with the *Information Privacy Act 2009* (Qld). |