



Volunteer foster/kinship carer or adult member blue/exemption card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by foster and kinship carers proposing to start or continue to work in child-related employment or adult members of a carer's household.

Please email this completed form to: cscs_csu_process@communities.qld.gov.au or mail to Central Screening Unit, Department of Child Safety, Youth and Women, PO Box 13126, George Street, Brisbane QLD 4003.

Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**[#] and **negative notice holder**[~] definition 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.

Part A – Application type (to be completed by the applicant)

1 Please indicate the type of card which you are applying for:

- Blue Card
- Exemption Card if you are a Queensland:
- Registered teacher; or
 - Police officer

Record teacher registration or police ID number:

2 Please indicate if you are a:

- | Foster care | Kinship care |
|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Carer | <input type="checkbox"/> Carer |
| <input type="checkbox"/> Adult member | <input type="checkbox"/> Adult member |

3 Address where care is being provided:

 Postcode

Part B – Organisation details

Central Screening Unit (CSU)
Department of Child Safety, Youth and Women
GPO Box 13126
Brisbane QLD 4003

Part C – Central Screening Unit details (to be completed by the CSU)

Note: This information enables certain notifications to be provided to the Chief Executive, Child Safety, Youth and Women (the Department).

Please indicate whether the applicant is:

- | | |
|---|---|
| <input type="checkbox"/> a provisionally approved carer or adult member of a provisionally approved carer's household | <input type="checkbox"/> a new adult member of a household for which an application to be an approved carer is in process |
| <input type="checkbox"/> an adult member of an approved carer's household | <input type="checkbox"/> none of the above |

This application will only be processed if certified and signed by the Central Screening Unit

File reference number

CSU officer number

CSU officer signature

Date of signature

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D	D	M	M	Y	Y	Y	Y

OFFICIAL USE ONLY

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Initials: <input type="text"/>
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Applicant's name

Part D – Applicant’s details (to be completed by the applicant)

1 Title Mr Mrs Miss Ms
Other

2 Full legal name
Family name
First name
Middle name
No middle name (please tick)

3 Do you have a previous name, or have you been known by any other name?
Yes (record details below) No
It does not matter how long ago you used the name or how long the name was used for e.g.
• birth name • name before marriage • married name
• alias • change by certificate • adoption
• changed order of name
Family name
First name
Middle name
If you require more space, please tick this box and attach a separate list.

4 Gender

5 Date of birth /

6 Place of birth
Town/City
State/Territory
Country

7 Current postal address (within Australia)

Postcode

8 Current residential address (if different to above)

Postcode

9 Telephone number
Daytime
Mobile

10 Email

11 Do you identify as? (if applicable)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Prefer not to state

12 Previous blue/exemption card number (if applicable):
 /

13 Are you, or have you ever been a: (please tick)
 Foster or kinship carer
 Health practitioner
 Operator/supervisor/carer of a child care or education service
 Teacher

14 Applicant’s 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 have not omitted any names or aliases that I use or have used in the past;
- the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/blue card 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 am proposing to start or continue in regulated employment and am not entitled to an exemption; and
- I understand and will comply with my blue card obligations including that I must notify Blue Card Services within 14 days if I change my name, contact details, or my child-related employment ends.

Sign inside the box.
Please do not touch or go outside the lines.

Date of signature /

Applicant’s name

Part E – Proof of identity (to be completed by the Department)

The Department's representative must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 + List 1 (one must show a signature)

OR

List 1 + List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit a 'Confirmation of identity' form.

Please indicate which identification documents have been sighted by placing a in the box.

LIST 1

SIGNATURE DOCUMENT

Driver licence/learner permit/proof of age/photo identification card

Licence/reference No:

Issued in the state of:

Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

Birth certificate (or extract)

Proof of Australian citizenship or permanent residency

Overseas Passport (current)

Country of issue:

LIST 2

SIGNATURE DOCUMENT

Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.

Credit card or bank card (*do not attach copy*)

Positive Notice Blue or Exemption card

Student identification card issued by an education institution (with photo and signature)

Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

Medicare card

Queensland crowd controller/private investigator/security officer licence

Passbook or account statement issued by a financial institution dated in the last 6 months

Australian taxation assessment notice dated in the last 6 months

Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).

Part F – Organisation declaration (to be completed by the Department)

IMPORTANT NOTE: This section must be completed by the Department's representative irrespective of whether or not the Department can sight the identification documents.

I declare that:

- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the Department;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)[#]; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

Note: It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

D D M M Y Y Y Y

Name of representative

Position of representative

Applicant's name

Privacy Notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000 (WWC Act)*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to 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, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. Authorised users of the home-based care register, kept pursuant to the *WWC Act*, may also have access to your personal information. DJAG manages your personal information in accordance with the *WWC Act* and the *Information Privacy Act 2009*.

Important information

You can withdraw your consent to screening at any time before a decision is made.

Information for teachers and police officers

A registered teacher means a person registered as a teacher under the Education (Queensland College of Teachers) Act 2005. A police officer means a person engaged by the Queensland Police Service as a police officer under the Police Service Administration Act 1990. After you have submitted an application for an exemption card, your application details will be forwarded to the Queensland College of Teachers or the Queensland Police Service, where appropriate. Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency and whether there is a need to undertake further employment screening in relation to your application.

If you have indicated that you are a registered teacher: The Queensland College of Teachers may only advise that there is a need to undertake further employment screening where the Queensland College of Teachers is aware of any police information in relation to you.
If you have indicated that you are a police officer: The Queensland Police Service may only advise that there is a need to undertake further employment screening about a police officer where the Queensland Police Service is aware that the applicant has been charged with an offence and the charge has not been finally dealt with.

No personal information about the specifics of a person's criminal history will be as part of this information exchange.

#Disqualified person

It is an offence for a disqualified person to sign a blue card application form.

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 boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography 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*.

*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.

[^]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.

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.bluecard.qld.gov.au or by contacting Blue Card Services on 3211 6999 or 1800 113 611.

~Negative Notice

It is an offence for a negative notice holder to sign a blue card application form.

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.bluecard.qld.gov.au.