

# Applying for a Working with Children Check

## Applicant guide

This guide is for people who need to apply for the Working with Children Check (Check).

The purpose of the *Working with Children Act 2005* ('the Act') is to assist in protecting children from sexual or physical harm by ensuring that people who work with, or care for, them are subject to a screening process.

### When should I apply for a Check?

You must lodge an application prior to starting child-related work.

### What if I don't apply?

You are breaking the law if you start child-related work without applying for a Check first.

Your organisation is also breaking the law if they allow you to do child-related work when you have not yet applied for a Check.

### Applying in Victoria

Go to the website and click on [Apply for a Check](#), then select 'Apply online in Victoria'.

1. Save time by following the prompts to verify your identity online. If you choose not to, or are unable to do this, you must follow the in-person identity verification process.
2. Fill in the application form, providing details about yourself and the organisations where you plan to do child-related work.
3. Finalise your application by attending a [participating Victorian Australia Post outlet](#). The steps here will differ depending on your identity verification method.

#### If you successfully verified your identity online:

- i. show Australia Post's counter staff the QR code emailed to you on your smart phone or a printed copy.
- ii. present a photo ID document (such as your Australian passport or driver's licence) from the list of acceptable [proof of identity](#) documents.
- iii. pay the **non-refundable** fee if you are applying for an Employee Check. Volunteer Checks are free.
- iv. Have your photo taken by Australia Post staff for inclusion with your application (at no charge to you)

#### If you need to undertake in-person identity verification:

- i. show Australia Post's counter staff the QR code emailed to you on your smart phone or a printed copy.
- ii. present multiple proof of identity documents (including one with your photo), according to the rules set out on the [How to apply](#) page.
- iii. pay the **non-refundable** fee if you are applying for an Employee Check. Volunteer Checks are free.
- iv. Have your photo taken by Australia Post staff for inclusion with your application (at no charge to you).

### What happens after you finalise your application at Australia Post?

The Department of Justice and Community Safety will email you a receipt advising that your application is being processed. Use this receipt to show organisations you have applied for a Check. You can follow the progress of your application at [Check Status](#).

### Applying from interstate

The application process is different for applicants who live interstate. For full details on the interstate application process, go to the [interstate applicant information sheet](#).

### Can I work while my application is being processed?

The policies of some organisations only permit applicants to work after they have passed the Check. Please ask your organisation about this.

Most people can do child-related work during this time. However, by law you **must not** if you:

- have been charged with, found guilty, or convicted of a sexual, violent or drug offence listed in Schedule 3 of the Act
- have previously been given a Negative Notice and not subsequently been given a card

- will be supervising a child in employment under the *Child Employment Act 2003*
- will be working in a service defined under the *Children's Services Act 1996*, or in an education and care service under the *Education and Care Services National Law (Victoria) Act 2010*.

### What if I have a criminal record or an adverse professional conduct report?

Whether you pass or fail the Check depends on the professional conduct report, the type of offence and the circumstances surrounding these matters.

By law you **must not** apply for a Check if you have to report or are supervised under the:

- *Sex Offenders Registration Act 2004*
- *Serious Sex Offenders Monitoring Act 2005*
- *Serious Sex Offenders (Detention and Supervision) Act 2009*.

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## More Information

**Website** [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

**Email** [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au)

**Customer Support Line** 1300 652 879

8.30am – 5pm, Monday – Friday (except public holidays)



If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Line.

**TTY** 13 36 77

**Speak & Listen** 1300 555 727

*Disclaimer: This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.*