

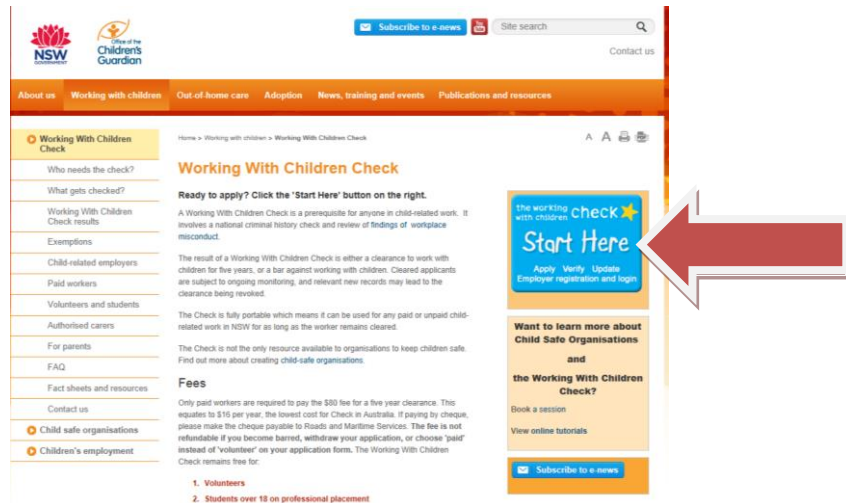


TO COMPLETE VOLUNTEER REGISTRATION ONLINE – WORKING WITH CHILDREN CHECK

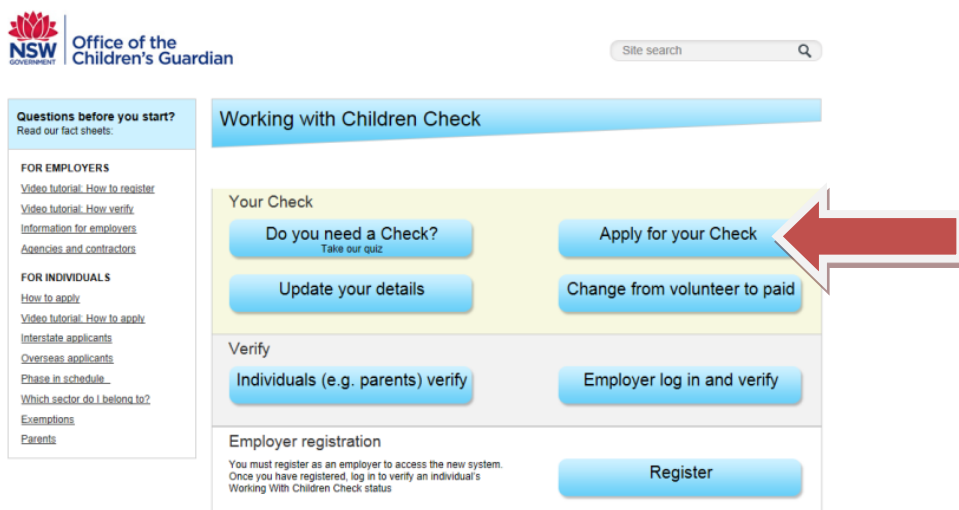
STEP 1: Go to <http://www.kidsguardian.nsw.gov.au/Working-with-children/working-with-children-check>

Members will need to complete the online Registration

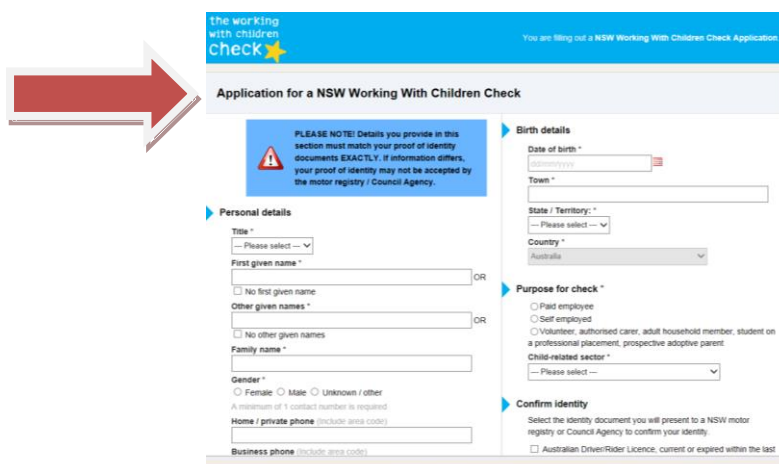
- The Online Working With Children Check Form is easy to complete – takes less than 5 minutes



STEP 2: Click on - Apply for your Check



STEP 3: Complete Application Form



The screenshot shows the 'Application for a NSW Working With Children Check' form. At the top, it says 'the working with children check' and 'You are filling out a NSW Working With Children Check Application'. A red arrow points to the form from the left. A warning note states: 'PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.' The form is divided into sections: 'Personal details' (Title, First given name, Other given names, Family name, Gender, Home/private phone, Business phone), 'Birth details' (Date of birth, Town, State/Territory, Country), 'Purpose for check' (Paid employee, Self employed, Volunteer, Child-related sector), and 'Confirm identity' (Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity, Australian Driver/Rider Licence).

STEP 4: You will receive an **Application Number** once you have completed the online form.

To complete your Application you must attend a NSW Motor Registry to:

- Verify your identity
- Pay your application fee

You will need:

- Your Working With Children Check **Application Number**
- Proof of your identity

Please allow 4 weeks from the date you complete the proof of identity requirement to receive your results.

If you are cleared, you will receive a notice from the Office of the Children's Guardian with your WWC number.

You will then need to give this information to your Employer

Your Employer only needs your WWC (or APP) number, surname and date of birth for online verification, so it is not necessary to provide your employer with a copy of your notice.

Your Employer will now enter your details into the Working With Children Register and also into Surfguard.