

How to apply for a NSW Working With Children Check

IF YOU HOLD A CURRENT WORKING WITH CHILDREN CHECK

Please let us know if you already have a NSW Working with Children Check (WWCC). We are able to accept both employee and volunteer checks for your volunteer activity. Please submit your WWCC number and expiry by filling in the form on the following link: [SUBMIT YOUR WWCC DETAILS HERE](#)

YOUR OBLIGATIONS

You must

- Apply for a WWC number before beginning child-related work
- Ensure your contact details are always up to date. You can do this by visiting the MyCheck website page: <https://wwccheck.ocg.nsw.gov.au/ChangeDetails>
- Apply for the correct class of clearance (volunteer or paid worker) for the work you are doing.
- Provide every organisation with your WWC number or APP number if you haven't yet received a WWC number. Every adult in child-related work in NSW, paid or volunteer, must have a Working With Children Check (unless subject to an exemption)

IF YOUR WWCC IS EXPIRED OR YOU NEED TO RENEW YOUR CHECK

If you have an existing WWCC that is expiring within the next 3 months, you can renew your check online at: <https://wwccheck.ocg.nsw.gov.au/Renew>. This will ensure you have an ongoing valid child protection check to continue your volunteering.

If you are unsure when your check expires you can find the information online at:

<https://wwccheck.ocg.nsw.gov.au/FindMyNumber>

To make sure you receive notification about your checks expiry from the Office of The Children's Guardian ensure your email address is included in your contact details: <https://wwccheck.ocg.nsw.gov.au/ChangeDetails>.

APPLYING FOR A NEW CHECK

1. Apply for your WWCC online

The following website will allow you to apply for a new check, this simple online form can be done prior to submitting your registration for the volunteer activity. <https://wwccheck.ocg.nsw.gov.au/Apply>

When applying online:

under **Purpose of check** please select:

Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

under **Child related sector** please select:

Child development. (Most Smith Family roles will be classed as Child development)

2. Verification and Submission

You will be required to go to your local NSW Motor Registry or Service NSW office (in some areas this may be a police station or other agency) to provide your proof of identity. Until you have completed this step, your check has not been lodged.

Find a location at: www.service.nsw.gov.au/service-centre

At times this check can take weeks to clear so it is important to submit this as soon as possible.

3. Once you have received your WWCC clearance, please let us know the outcome of your WWCC by filling in the form on the following link: [SUBMIT YOUR WWCC DETAILS HERE](#)