

IF YOU HOLD A CURRENT REGISTRATION TO WORK WITH VULNERABLE PEOPLE (REGISTRATION)

Please let us know if you already have a TAS Working with Vulnerable People Registration or are currently applying. You can upload the details of your registration by using this link:

[SUBMIT YOUR WWCC DETAILS HERE](#)

You will also need to add The Smith Family as an organization you are volunteering with through the [Registration page](#)

YOUR OBLIGATIONS

You must:

- Be registered to work with vulnerable people if you are over 16 and engaged in any child related activity. You can see the list of included activities here: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/do-i-need-to-register>
- You must show your card to every organisation that engages you in child-related work and you must inform them if your details change
- let the Department of Justice know within ten (10) working days if your name, address, employment or volunteering details have changed. You can change most of your details through the My Registration webpage <https://wwwforms.justice.tas.gov.au/MyLicence>
- let The Department of Justice know within ten (10) working days of being charged, convicted of, or found guilty of a relevant offence. A relevant offence is outlined in Section 3 of the Registration to Work with Vulnerable People Act 2013.

IF YOUR REGISTRATON HAS EXPIRED OR YOU NEED TO RENEW

If you have an existing Registration that is expiring soon, you can use the following website to renew your check online: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/renew>

Your check can be renewed up to one month prior and one month after its expiry. This will ensure you have an ongoing valid child protection check to continue your volunteering. If your registration has been expired for more than one month, you will be required to begin a new application and you will not be able to work or volunteer in any child related activity until you are re-registered.

You may need to provide a new photo that is less than 12 months old when renewing your check.

Once your renewal has been received, please inform the volunteering team by providing your new details through this link:

[SUBMIT YOUR WWCC DETAILS HERE](#)

APPLYING FOR A NEW CHECK

1. Apply for a new check online:

Complete this form <https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/applications/apply>

2. Verification and Submission:

Go to your local Service Tasmania office taking with you both the printed application and your proof of identity. Until you have completed this step, your check has not been lodged.

3. Add The Smith Family as an Organisation: your details through the My Registration link:

<https://wwwforms.justice.tas.gov.au/MyLicence>

ADDING THE SMITH FAMILY AS AN ORGANISATION YOU ARE VOLUNTEERING WITH

To add The Smith Family as the organisation you are volunteering with, simply select the following when completing your application or renewal, or by logging back into the My Registration <https://wwwforms.justice.tas.gov.au/MyLicence>

- Under Organisation details please select: **The Smith Family**
- Under Type of Application select: **Volunteering, Child related Activity, Club or Association Activity** – if you are considering volunteering in different areas select multiple activities, as required.

You may find that your registration has already been linked to The Smith Family if you have already submitted your registration details to the volunteering team, or you have volunteered with us in the past. If so, there is nothing further you are required to do.