

How to apply for a VIC Working With Children Check

IF YOU HOLD A CURRENT WORKING WITH CHILDREN CHECK

Please let us know if you already have a VIC Working with Children Check (WWCC). We are able to accept both employee and volunteer checks for your volunteer activity. Please submit the details of your WWCC through the following link: [SUBMIT YOUR WWCC DETAILS HERE](#)

YOUR OBLIGATIONS

You must:

- show your WWCC to every organisation that engages you in child-related work.
- update your personal, contact and organisations details within 21 days of the change. This can be done by using the website <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/update-my-details>
- notify the department and your organisation/s in writing within seven days if your circumstances change in any of the following ways:
 - you are charged with, convicted, or found guilty of a sexual, violent or drug offence or the charge has been dealt with by a court in some other way than by a finding of guilt
 - a professional conduct determination or finding is made against you
 - you are required to report or comply with orders under: Part 3 of the Sex Offenders Registration Act 2004; the Serious Sex Offenders Monitoring Act 2005; the Serious Sex Offenders (Detention and Supervision) Act 2009

EXEMPTIONS WHICH MAY APPLY

Victorian Teachers (VIT), Victoria Police officers or an Australian Federal Police (AFP) officers who hold the appropriate industry registration are exempt from the Check. Please provide us with evidence of your registration through this link: [SUBMIT YOUR WWCC DETAILS HERE](#)

VIT holders must notify Working with Children Checks Victoria (WWCCV) of any child-related work they do outside of their school based position (whether paid or voluntary).

To notify WWCCV, teachers must complete the 'Teacher notification' [form](#).

If your registration is suspended, cancelled or dismissed you are no longer exempt and must apply for a WWCC. You must, in writing, notify every organisation that engages you in child-related work within seven days of the suspension cancellation or dismissed of your registration.

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

If you have an existing Working with Children Check that is expiring soon, you can renew your card online at <https://www.workingwithchildren.vic.gov.au/individuals/current-cardholders/renew-my-card>

Your check can be renewed up to 6 months prior to its expiry. This will ensure you have an ongoing valid child protection check to continue your volunteering.

If your check is more than three months expired, you will need to apply for a new check following the steps below. You may need to provide a new photo that is less than 12 months old when renewing your check.

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://service.vic.gov.au/services/working-with-children>

When applying online, under organizational details use the following:

Do you know which organisation you will be doing volunteer child-related work for: Yes

Name: The Smith Family

Postal Address: GPO Box 10500, Parramatta NSW 2124

Phone: 1300 397 730

Under Occupational Work Code we advise selecting #52 – – however, if you are considering volunteering in different areas we recommend selecting multiple codes.

2. Verification and Submission

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Verify your ID online with the Department or go to your local Australia Post Office within 3 weeks, taking with you both the printed application and proof of identity. Until you have completed this step, your check has not been lodged.

3. Submit the details of your WWCC to The Smith Family volunteering team through the following link: [SUBMIT YOUR WWCC DETAILS HERE](#)