



							initials:
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Family day care adult occupant blue card application form

The *Child Care Act 2002* requires occupants of a home where a child care service is being provided to obtain a blue card.

This form to be completed by an adult occupant* of a family day care service (home based service).

*An occupant of a home in which child care is provided includes a person who is:

- 18 years or over, and
- residing in the home; or
- usually present in the home when the child care is provided.

If you are unsure whether you are an adult occupant, please contact your family day care scheme or visit the Department of Communities website at www.communities.qld.gov.au/childcare/

How to fill out this application form:

To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the applicant completes Parts B and C
- a prescribed person completes Parts D and E
- you indicate with a tick where required.

Note: It is an offence for a adult occupant to provide false or misleading information to the Commission or to sign an application for a blue card if they are a disqualified person# (see page 4).

PART A Governing Body Details

Please note: the Commission has an obligation to notify the Department of Education & Training where an application is withdrawn, a negative notice is issued or a blue card is suspended or cancelled.

PART B Statutory Declaration

Please note: adult occupants of a home where a child care service is provided have their applications processed for free.

Statutory Declaration

Oaths Act 1867

QUEENSLAND }

TO WIT

I,

(Full Legal Name)

of

(Residential Address)

in the State of Queensland, do solemnly and sincerely declare:

I propose to be an adult occupant or usually present in a home where a child care service is provided

In this instance I understand that no fee is payable under the *Commission for Children and Young People and Child Guardian Act 2000*.

I make this solemn declaration conscientiously believing the same to be true, and by virtue of the provisions of the *Oaths Act 1867* (Qld).

(Signature of Applicant)

Taken and Declared before me, at _____
(City)

This _____ day of _____ 20____ }
(Day) (Month) (Year)

(Signature of Justice of the Peace/Lawyer/ Commissioner for Declarations)

Applicant's Name

PART C Applicant's Details

(this section must be completed by the adult occupant applying for the blue card)

1 Have you ever applied for or held a blue card?

Yes No

Blue card No. (if known)

2 Your title Mr Mrs Miss Ms

Other

3 Name you presently use

Family Name

First Name

Middle Name

I do not have a middle name (please tick)

4 Do you currently use an abbreviation/nickname/alias for your first name? *eg. Elizabeth abbreviation Betty*

Name/s

5 Have you ever been known by any other name/s?

This includes:

- name at birth
- change following divorce
- maiden name
- change the order of your name (eg. known by middle name)
- married name
- alias
- change by certificate/deed poll
- different first/middle name (eg. different abbreviations)

Note: It does not matter how long ago you changed your name or how long you used another name for.

(Please tick) No Go to question 6

Yes give details below:

If you require more space, please tick this box and attach a separate list

Family Name

First Name

Middle Name

Reason for change

6 Are you

Male Female

7 Date of birth

/ /
DAY MONTH YEAR

8 Place of birth

Town/city

State

Country

9 Current postal address

(Note: your postal address must be in Australia)

Postcode

10 If you have lived at a different address in the last 5 years, please detail on a separate sheet of paper and tick this box

11 Your telephone numbers

Daytime

After hours

Mobile

12 Do you identify as? (please tick)

Aboriginal Torres Strait Islander

Aboriginal and Torres Strait Islander

Australian South Sea Islander

Other (specify)

13 What language do you mainly speak at home?

English Other (specify)

14 Are you, or have you ever been, any of the following in Queensland (please tick the appropriate box/es):

registered teacher

carer approved by Dept of Communities (Child Safety Services)

registered health practitioner

registered or enrolled nurse or midwife

licensee of a child care service

director or nominee of a care service licensed by the Dept of Communities (Child Safety Services)

director of a school's governing body

15 Applicant's declaration

Note: It is an offence for a disqualified person to sign a blue card application.* (see page 4)

I declare:

- the information and identification documents provided for this application are true and correct;
- that I am proposing to carry on a regulated business and am not entitled to an exemption;
- I am aware of my obligations as a blue card applicant/card holder;
- that I am not a disqualified person* (see page 4);
- I consent to the Commission obtaining information from police, courts, prosecuting authorities and other bodies under Part 6 and to publishing/providing confirmation on whether or not my blue card is valid.

Sign inside the box as your signature will be scanned.

Date of signature / /

DAY MONTH YEAR

PART D Proof of Identity Declaration

(this section must be completed by the prescribed person)

A prescribed person is responsible for sighting the applicant's identification documents.

A prescribed person is a:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Police Officer

Identification requirements

The applicant must produce two original identification documents to confirm their identity. Together the documents must show:

- full name
- date of birth
- signature

The prescribed person responsible for sighting the identification must complete **Parts D and E** and ensure that the details provided on the application form are the same as those appearing on the documents sighted.

One of the following combinations must be used:

EITHER

List 1 + **List 2**

One original document from List 1 and one original document from List 2 which together show the applicant's **full name, date of birth and signature.**

OR

List 1 + **List 1**

Two original documents from List 1 which together show the applicant's **full name, date of birth and signature.**

Note: All identification documents sighted must be originals (photocopies are not acceptable).

Where any document is in a former name, an original official document (eg. marriage certificate or change of name certificate) showing the change of name must be sighted.

If possible, please attach a photocopy of documents sighted to this application form for verification purposes.

Please indicate which identification documents have been sighted by placing a in the box.

22 LIST 1

Signature Document

- Current driver licence/learner's permit/proof of age card (with photo)

Document No:

Issued in the state of:

- Current passport (with photo)

Passport No:

Non-Signature Document

- Birth certificate (or extract)

Reference No:

- Australian citizenship certificate or current document evidencing permanent Australian residency status

Reference No:

23 LIST 2

Signature Document

- Current Pension Concession Card/Dept of Veterans' Affairs Entitlement Card/Senior's Health Card /Health Care Card/any other current financial entitlement card issued by Centrelink.

- Current Credit Card or account card from a bank/building society/credit union (with name and signature)

- Current Positive Notice Blue Card (issued by the Commission)

- Current student identification card issued by a tertiary education institution or school (with photo and signature)

- Current Qld Gaming Machine Licence

- Current Qld Licence issued under the Weapons Act

Non-Signature Document

- Current Medicare card

- Current Qld crowd controller/private investigator/security officer licence

- Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months

- Australian taxation assessment notice dated in the last 6 months

Note: If you cannot provide an identification document from either List 1 or List 2 please contact the Commission on **3211 6999 or 1800 113 611.**

PART E Declaration by prescribed person (to be completed by the prescribed person)

I declare I have checked the details provided in this form and confirm they match those on the identification documents sighted.

Note: It is an offence to provide false or misleading information to the Commission.

I am a: Justice of the Peace Commissioner for Declarations
 Lawyer Police Officer

Signature

Full Name

Date

DAY MONTH YEAR

Stamp and Registration No. (if applicable)

Applicant's Name

Privacy notice

The *Commission for Children and Young People and Child Guardian Act 2000* allows us to collect your personal information, which is accessed by Commission staff to assess your application for a blue card.

Some of this information goes to Queensland Police, and may be sent to interstate or federal police to conduct criminal history checks. Information may also be given to:

- certain disciplinary bodies to get relevant disciplinary information about you
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf. This enables us to update them on your blue card application and any changes to your blue card status.

Advice about your blue card's validity may also be provided through the Commission's online blue card verification process.

Personal information will not be given to any other person or agency unless we have your permission or the disclosure is authorised or required by law.

Important information

You can withdraw your consent to screening at any time before a decision is made.

#Disqualified people

It is an offence for a disqualified person to sign a blue card application form.

A disqualified person is someone who:

- has been convicted of a disqualifying offence, *ie. a guilty finding or guilty plea, whether or not a conviction was recorded*. This may include a child-related sex or pornography offence or the murder of a child (irrespective of the penalty and regardless of when and where it occurred);

OR

- is the subject of:
 - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*
 - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*, or
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card.

A disqualified person can apply to the Commission to be declared eligible to apply for a blue card in certain limited circumstances.

For more about blue card information and obligations go to www.bluecard.qld.gov.au

Commission for Children and Young People and Child Guardian

Address:

Level 17, 53 Albert Street
Brisbane Qld 4000

Postal:

PO Box 12671
Brisbane George Street Qld 4003

Phone: 07 3211 6999

or

Freecall: 1800 113 611

Fax: 07 3035 5910

www.bluecard.qld.gov.au