



commission for
children and young people
and child guardian

Completing the FDC (Occupant) blue card application form

This information sheet provides guidance on completing a blue card application form for adult occupants of a home where a family day care service is provided.

All sections on the application form must be completed in full or there may be delays in processing the application.

Part A – Governing body details

The Commission for Children and Young People and Child Guardian has an obligation to notify the Department of Communities if:

- an adult occupant's application for a blue card is withdrawn
- if they are issued with a blue card which is subsequently suspended or cancelled, or
- if they are issued with a negative notice.

Part B

To process an FDC (Occupant) blue card application, **Part B** must be completed by the applicant.

This enables the Commission to waive the prescribed application fee.

Part C – Applicant's details

(to be completed by the adult occupant applying for a blue card)

Step 1: the adult occupant should complete sections 1-14 in **Part C**.

Step 2: the adult occupant should carefully read the declaration in section 15 and then sign in the box provided using a blue or black pen.

Part D – Proof of identity declaration

(This part must be completed by a prescribed person)

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

Identification requirements

Step 1: the adult occupant must provide **two** forms of identification.

They must either provide:

- **one** document from **List 1** and **one** document from **List 2**, or
- **two** documents from **List 1**.

Note: the documents accepted are listed on the application form. They must be originals, not photocopies.

Step 2: the prescribed person sighting the identification documents must confirm that the following details provided by the adult occupant on the form match those on the documents:

- full name
- date of birth, and
- signature.

Step 3: the prescribed person sighting the documents should indicate which documents were sighted by ticking the appropriate box and recording the document number (if applicable).

Step 4: if possible, please photocopy the original documents sighted (including any change of name documents) and attach them to the application form.

Part E – Declaration by a prescribed person

(to be completed by a prescribed person)

Step 1: the prescribed person should sign the declaration in this section when satisfied that the adult occupant's personal details on the form exactly match the details on the identification documents. These documents must show the adult occupant's:

- full name
- date of birth, and
- signature

have been sighted.

Checklist

Adult occupant

Have you:

- completed the Declaration in **Part B**?
- completed all sections in **Part C** in full including full name (and middle name, if any), former name/s, date and place of birth?
- carefully read, signed and dated the **Declaration** in section 15 in black or blue pen, inside the signature box?

Prescribed person

Have you:

- sighted **two** original documents
(**either** one from List 1 and one from List 2 **or** two from List 1)?
- indicated in **Part D** which two original documents you have sighted?
- sighted documents showing the adult occupant's **full name, date of birth and signature**?
- confirmed that the details recorded in **Part C** of the form match those on the identification documents sighted?
- carefully read, signed and dated the Declaration in **Part E**?

For further assistance on completing the application form, please contact the Commission on **3211 6999** or **1800 113 611**.

Commission for Children and Young People and Child Guardian

Street address: Level 17, 53 Albert Street
Brisbane Qld 4000

Blue Card Contact Centre:

Office Hours: 8:00am – 5:00pm
Monday to Friday

Telephone: 07 3211 6999

Freecall: 1800 113 611

Fax: 07 3035 5910

Email: bluecard@ccypcg.qld.gov.au

Website: www.bluecard.qld.gov.au

Postal: PO Box 12671, Brisbane George Street
QLD Australia 4003

Contact us