



commission for
children and young people
and child guardian

How to complete the 'Paid employee (P) blue card application form'

The image shows a sample of the 'Paid employee blue card application form'. It includes the Commission for Children and Young People and Child Guardian logo and a large 'P' in a black box. The form is divided into two main parts: Part A (Employer's Details) and Part B (Payment Options). Part A includes fields for employer name, postal address, contact person, and position, along with a list of child-related employment types. Part B includes fields for payment method (Cash, Credit Card, Cheque, Money Order) and cardholder details. The form also contains instructions on how to fill it out and a note about the application fee.

Part A – Employer's details

An authorised representative of the employer/ organisation must:

Step 1: complete sections 1 - 6 in Part A, including the name of the contact person in section 3. This person will be the Commission's contact with the employer/ organisation in relation to this application. They are the only person, apart from the paid employee, the Commission can discuss certain aspects of the application with.

Note: the contact person does not have to be the person who sights the paid employee's identification documents.

Step 2: indicate in section 6 what type of child-related work the paid employee needs a blue card for.

Part B – Payment option details

This section must be completed for your application to be processed. Your application form must be accompanied by the prescribed fee, as detailed in the schedule of fees available on the Commission's website at www.ccypcg.qld.gov.au

Part C – Paid employee's details

The *paid employee* must:

Step 1: complete sections 7-20 in Part B. If the paid employee has ever been known by other names (such as a maiden name or nickname), please ensure they provide a list of these names in section 11.

Step 2: read the declaration in section 21 carefully and sign in the box provided using a blue or black pen. The signature must not extend outside the box provided so it can be scanned onto the front of their blue card.

It is an offence for a 'disqualified person' to sign the paid employee's declaration. Please refer to the Commission's website for a list of disqualifying offences.

Part D – Proof of identify declaration

To be filled out by an *authorised representative of the employer/organisation*. Please:

Step 1: check the paid employee has completed Part C (sections 7 – 21) of the application form.

This information sheet provides guidance to paid employees and employers on how to complete the 'Paid employee (P) blue card application form'.

If the application form is not completed in full, it may be returned to you for further information, which may cause delays in processing the application.

Please complete all sections of the application form using BLOCK LETTERS and a tick (✓) where required.

The employer intending to employ or continue to employ the paid employee must apply to the Commission for a blue card on the paid employee's behalf.

The employer is responsible for sighting the paid employee's identification documents proving their identity and checking these against the details provided on the blue card application form.

Step 2: ensure the paid employee has provided two forms of identification to verify their identity. They must be either:

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

The documents provided for verification must be original documents. Photocopies cannot be used.

If an identification document is in a former name, an original official document showing the change of name must be sighted by the authorised person.

Step 3: confirm the paid employee's full name, date of birth and signature in Part C of the application form match those on the original proof of identification documents provided.

Step 4: indicate which identification documents have been sighted by ticking the appropriate boxes in Part D, in either list 1 (section 22) or list 2 (section 23), and record the document number/s (if applicable).

Part E – Declaration by employer

This section must be completed by the authorised representative from the employer/organisation, even where a prescribed person has sighted the paid employee's identification documents.

The *authorised representative from the employer/organisation* must:

Step 1: tick one of the boxes in Part E, either confirming they have sighted the paid employee's identification documents or they were unable to sight the paid employee's identification documents (because the paid employee's usual residence is more than 50kms from the business address or the paid employee has a disability affecting his or her mobility).

Step 2: sign the declaration in Part E confirming:

- they have checked the paid employee's personal details in Part C of the application form and they match exactly with the original proof of identity documents sighted
- they are authorised to submit the application on behalf of the employer/organisation

- an exemption doesn't apply to the paid employee, and
- they have warned the paid employee it is an offence for a disqualified person to sign an application form.

Part F – Declaration by prescribed person

This part only needs to be completed if the authorised representative from the employer/organisation confirmed (by ticking the box in Part E) they were unable to sight the paid employee's proof of identity documents.

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

The *prescribed person* must:

Step 1: ensure the paid employee provides them with an application form which has Part A, Part B, Part C and Part E completed.

Step 2: ensure the paid employee provides them with two forms of identification to verify their identity. They must be either:

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

The documents provided for verification must be the original documents. Photocopies cannot be used.

If an identification document is in a former name, an original official document showing the change of name must be sighted by the prescribed person.

Step 3: confirm the paid employee's full name, date of birth and signature in Part C of the application form match those on the original proof of identification documents.

Step 4: indicate which identification documents were sighted by ticking the appropriate boxes in Part D, in either list 1 (section 22) or list 2 (section 23), and recording the document number/s (if applicable).

Step 5: complete and sign the declaration in Part F if satisfied that the paid employee's personal details in Part C of the application form exactly match the details on the original identification documents they have sighted.

Checklist

The paid employee

Have you:

- 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 the Paid employee's declaration in section 21, including the declaration that you are not a 'disqualified person' before signing and dating the declaration?
- ensured you have signed inside the signature box in black or blue pen (as your signature will be scanned onto your blue card)?

The authorised representative of the employer/organisation provider

Have you:

- completed **Part A**?
- warned the paid employee that it is an offence for a 'disqualified person' to sign an application form?
- carefully read and completed **Part E** – either certifying that you have sighted the identification documents **or** that you are unable to sight the identification documents for one of the reasons listed?

If you sight the documents, have you:

- sighted two original identification documents (either one from List 1 and one from List 2 **or** two from List 1) which together show the paid employee's full name, date of birth and signature?
- confirmed that the details recorded in **Part C** of the application form match those on the identification documents sighted?
- indicated in **Part D** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part F** (including ticking the relevant box)?

Where a prescribed person sights the identification documents

Have you:

- sighted two original identification documents (either one from List 1 and one from List 2 **or** two from List 1) which together show the paid employee's full name, date of birth and signature?
- confirmed that the details recorded in **Part C** of the application form match those on the identification documents sighted?
- indicated in **Part D** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part F**?

List 1 – Primary documents

- Current driver licence/learner’s permit/proof of age card (with photo)
- Current passport (with photo)
- Birth certificate (or extract)
- Australian citizenship certificate or current document evidencing permanent Australian residency status

List 2 – Secondary documents

- 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 student identification card issued by a tertiary education institution or school (with photo and signature)
- Current Qld Gaming Machine Licence
- Current Positive Notice Blue Card (issued by the Commission)
- Current Qld Licence issued under the Weapons Act
- 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

Don’t forget to:

- sign the declaration on your application stating you are not a disqualified person
- notify the Commission if you change employers or stop working with your employer
- notify the Commission if you change your contact details, and
- notify the Commission if you change your name.

For more information about the blue card, see the ‘Understanding the blue card’ information sheet or Frequently Asked Questions available on the Commission’s website at www.bluecard.qld.gov.au

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