



commission for
children and young people
and child guardian

How to complete the 'Volunteer (V) blue card application form'

Volunteer blue card application form

The Commission for Children and Young People and Child Guardian Act 2000 requires anyone over 18 seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card.

How to fill out this application form
To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the organisation/volunteer co-ordinator completes Parts A, C and D
- the volunteer completes Part B
- you indicate with a tick where required.

Note: It is an offence for a volunteer 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 – Organisation's Details (this section must be completed by the organisation/volunteer co-ordinator)

1 Name of organisation
Organisation ID number (please insert the Commission's reference number for your organisation if known)

2 Postal address of organisation
Postcode:

3 Contact person

4 Contact person's position

5 Phone
Email
Fax

Additional Information
The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.

6 Type of child-related employment for which a blue card is sought (please tick appropriate box)

- residential facilities
- schools (other than registered teachers)*
- school boarding houses
- child care*
- churches, clubs and associations*
- health, counselling and support services
- private teaching, coaching or tutoring
- education programs outside of school
- child accommodation including homestays
- religious representatives
- sport and active recreation†
- emergency services cadet program
- school crossing supervisors
- volunteer of the licensed care service
- volunteer working for a business providing services at a licensed care service

Note: Exemptions apply in certain circumstances, eg. a parent is exempt if they provide services:

- * at the school their child attends
- at a centre where their child regularly receives child care
- within a church, club or association which are the same or similar to those received by their child
- † as part of sport or active recreation involving their child

The organisation is responsible for declaring that the volunteer is not exempt (see Part D).

Applicant's Name

Part A – Organisation's details

An authorised representative from the volunteer 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 volunteer organisation in relation to this application. They are the only person, apart from the volunteer, the Commission can discuss certain aspects of the application with.

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

For example, large organisations with offices throughout Queensland may wish to have all notifications from the Commission forwarded to head office, even though applications are completed and submitted by local offices. If so, then you need to write the details of head office and the contact person at head office in Part A and have an authorised representative of the volunteer organisation sight the identification documents and complete Part C and Part D of the application form.

Step 2: indicate in section 6 what type of child-related work the volunteer is undertaking.

Part B – Volunteer's details

The *volunteer* must:

Step 1: complete sections 7-20 in Part B. If the volunteer has ever been known by any other name (such as a maiden name or nickname), it is essential 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 as it will be scanned onto their blue card.

It is an offence for a 'disqualified person' to sign the applicant's declaration in Part B. Please refer to the Commission's website at www.ccypcg.qld.gov.au for a list of disqualifying offences.

This information sheet provides guidance to volunteers and volunteer coordinators on how to complete the 'Volunteer (V) 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 a tick (✓) where required.

The volunteer organisation intending to employ or continue to employ the volunteer must apply to the Commission for a blue card on the volunteer's behalf.

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

Part C – Proof of identify declaration

An *authorised representative from the volunteer organisation* must:

Step 1: check the volunteer has completed Part B (sections 7 - 21) of the application form.

Step 2: ensure the volunteer 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 volunteer's full name, date of birth and signature in Part B 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 C, in either list 1 (section 22) or list 2 (section 23), and record the document number/s (if applicable).

Part D – Declaration by organisation/ volunteer co-ordinator

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

The *authorised representative from the volunteer organisation* must:

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

Step 2: sign the declaration in Part D confirming:

- they have checked the volunteer's personal details in

Part B 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 volunteer organisation
- an exemption doesn't apply to the volunteer, and
- they have warned the volunteer that it is an offence for a disqualified person to sign an application form.

PART E – Declaration by prescribed person

This part needs to be completed only if the authorised representative from the volunteer organisation confirmed (by ticking the box in Part D) they were unable to sight the volunteer'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 volunteer provides them with an application form which has Part A, Part B and Part D completed.

Step 2: ensure the volunteer 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, original official documents showing change(s) of name must be sighted by the prescribed person.

Step 3: confirm the volunteer's full name, date of birth and signature in Part B 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 C, 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 E if satisfied that the volunteer's personal details in Part B of the application form exactly match the details on the original identification documents they have sighted.

Checklist

The volunteer applicant

Have you:

- completed all sections in **Part B** including your full name, middle name (or ticking the box that you do not have a middle name), listing any former name/s, your date and place of birth and current contact details?
- carefully read the Volunteer'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 organisation

Have you:

- completed **Part A**?
- warned the volunteer applicant that it is an offence for a 'disqualified person' to sign an application form?
- carefully read and completed **Part D** – 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 volunteer's full name, date of birth and signature?
- confirmed that the details recorded in **Part B** of the application form match those on the identification documents sighted?
- indicated in **Part C** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part D** (including ticking the relevant box)?

Where a prescribed person sights the identification documents

Have you:

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

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/volunteer organisation or stop working/volunteering with your employer/volunteer organisation
- 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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