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Valid for lodgement
until 30 June 2019

Exemption card business application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by Queensland registered teachers and Queensland police officers proposing to start or continue to carry on a child-related business.

Part A – Exemption status

1 Please indicate if you are a Queensland:

Registered teacher; or

Police officer

Record teacher registration/police identification number

2 Is this application associated with NDIS?

Yes No

Part B – Business details

1 Name of business

2 Postal address of business

 Postcode

3 Telephone

4 Email

Part C – Category of child related activity

Information about the categories of child-related work and whether any exemptions apply is available from www.bluecard.qld.gov.au.

Please select the type of child-related activity to which the business relates:

Assessor or auditor of a provisionally accredited, or accredited, non-state school

Child accommodation including home stays

Child care (including education and care)

Licensee/nominee/executive officer/approved provider/board member of a child care or education and care service (including family day care)~

Name of child care centre

Stand alone carer~

Other (eg. nanny, babysitter, contractor entering an education and care premises)

Commercial private teaching, coaching or tutoring

Director of a corporation which is the governing body for a provisionally accredited, or accredited, non-state school~

Name of school

Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

Health, counselling and support services (including disability services)

Licensed care services - Contractor entering a licensed care facility (e.g. maintenance of facility, i.e. plumber)

Operators of hostels for rural children

Sport and active recreation

Religious representatives~

Please provide details of the religious entity/group you are accountable to:

Name of entity/group

Contact person

Postal address

 Postcode

Telephone

~If you apply under this category, information about your blue card status may be provided to certain supervisory or governing bodies.

OFFICIAL USE ONLY

 Initials:


Applicant's name

Part D – Applicant’s details

1 Title Mr Mrs Miss Ms
Other

2 Full legal name
Family name
First name
Middle name
No middle name (please tick)

3 Do you have a previous name, or have you been known by any other name?
Yes (record details below) No
It does not matter how long ago you used the name or how long the name was used for e.g.
• birth name • name before marriage • married name
• alias • change by certificate • adoption
• changed order of name
Family name
First name
Middle name
If you require more space, please tick this box and attach a separate list.

4 Gender

5 Date of birth
D D M M Y Y Y Y

6 Place of birth
Town/City
State/Territory
Country

7 Current postal address (within Australia)

Postcode

8 Current residential address (if different to above)

Postcode

9 Telephone number
Daytime
Mobile

10 Email

11 Do you identify as? (if applicable)
 Aboriginal Torres Strait Islander
 Aboriginal and Torres Strait Islander
 Prefer not to state

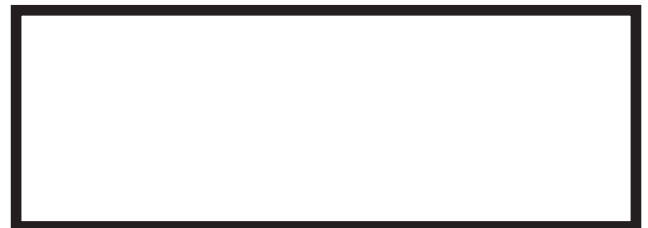
12 Previous blue/exemption card number (if applicable):
 /

13 Are you, or have you ever been a: (please tick)
 Foster or kinship carer
 Health practitioner
 Operator/supervisor/carer of a child care or education service
 Teacher

14 Applicant’s declaration

- I declare that:
- I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
 - the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
 - I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/exemption card remains current;
 - I understand that the information obtained includes but is not limited to details of convictions[^] and pending or non-conviction* charges or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
 - I am a registered teacher or police officer and I am proposing to start or carry on a regulated business;
 - I understand and will comply with my blue card obligations including that I must notify Blue Card Services within 14 days if I change my name, contact details, or cease my child-related business; and
 - I understand and will comply with my obligation to implement and maintain a child and youth risk management strategy.

**Sign inside the box.
Please do not touch or go outside the lines.**



Date of signature
D D M M Y Y Y Y

Applicant’s name

Part E – Proof of identity

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

The prescribed person must check **two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature**. The applicant's details on their identification documents must match the details provided in Part D.

One of the following combinations must be used: **EITHER**

List 1 + List 1 (one must show a signature)

OR

List 1 + List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.

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

LIST 1

SIGNATURE DOCUMENT

- Driver licence/learner permit/proof of age card
Licence No:
Issued in the state of:
 Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

- Birth certificate (or extract)
 Proof of Australian citizenship or permanent residency
 Overseas Passport (current)
Country of issue:

LIST 2

SIGNATURE DOCUMENT

- Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services
 Credit card or bank card (*do not attach copy*)
 Positive Notice Blue or Exemption card
 Student identification card issued by an education institution (with photo and signature)
 Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

- Medicare card
 Queensland crowd controller/private investigator/security officer licence
 Passbook or account statement issued by a financial institution dated in the last 6 months
 Australian taxation assessment notice dated in the last 6 months
 Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).

Part F – Declaration by prescribed person

I declare that:

- I have checked the details provided in this form and confirm they match those on the identification documents sighted; and
- I understand that it is an offence to provide a false or misleading statement or document.

I am a:

- Justice of the Peace
 Commissioner for Declarations
 Lawyer
 Police Officer

Signature of prescribed person

Name of prescribed person

Date of signature
D D M M Y Y Y Y

Stamp and Registration
No. (if applicable)

Applicant's name

Privacy Notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to about whether you have a current application for, or hold a current blue/exemption card; the outcome of this application which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. DJAG manages your personal information in accordance with the *Information Privacy Act 2009*.

Important information

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

*Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

^Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

Information for teachers and police officers

A registered teacher means a person registered as a teacher under the *Education (Queensland College of Teachers) Act 2005*. A police officer means a person engaged by Queensland Police as a police officer under the *Police Service Administration Act 1990*.

After you have submitted an application for an exemption card, your application details will be forwarded to the Queensland College of Teachers or Queensland Police, where appropriate.

Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency and whether there is a need to undertake further employment screening in relation to your application.





If you have indicated that you are a registered teacher: The Queensland College of Teachers may only advise that there is a need to undertake further employment screening where the Queensland College of Teachers is aware of any police information in relation to you.

If you have indicated that you are a police officer: Queensland Police may only advise that there is a need to undertake further employment screening where Queensland Police is aware that you have been charged with an offence and the charge has not been finally dealt with.







No personal information about the specifics of a person's criminal history will be provided as part of this information exchange.

Application lodgement

Applications may be lodged by one of the following methods:

-  **Scan and upload**
www.bluecard.qld.gov.au/uploadform
-  **By post**
PO Box 12671, Brisbane George Street QLD 4003
-  **In person**
53 Albert Street, Brisbane QLD 4000
-  **By fax**
07 3035 5910

Blue Card Services, Department of Justice and Attorney-General

-  Scan and upload at www.bluecard.qld.gov.au/uploadform
-  PO Box 12671, Brisbane George Street QLD 4003
-  53 Albert Street, Brisbane QLD 4000
-  07 3211 6999 or 1800 113 611
-  07 3035 5910
-  www.bluecard.qld.gov.au