



## Card/Notice letter correction

Working with Children (Risk Management and Screening) Act 2000

**This form is to be completed where a blue/exemption card does not accurately record the personal details of the cardholder.**

**Note:** You must return your card and notice letter with this form.

**Part A – Cardholder's details**

1 Family name

2 First name

3 Middle name

4 Date of birth

D D M M Y Y Y Y

5 Current postal address

Postcode

6 Telephone

7 Mobile

8 Email

9 Card number

**Part B – Correction required**

A prescribed fee is payable if the information supplied on the application form was incorrect. You will be advised in writing if this fee is payable.

**Please record the correction clearly using BLOCK letters.**

Family name

First name

Middle name

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

Signature to appear on card

**Part C – Cardholder's declaration**

I declare that:

I have enclosed my notice letter; or

I am no longer in possession of my notice letter;

- the details provided in this form are true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of cardholder

Date of signature

D D M M Y Y Y Y

**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*.

Blue Card Services, Department of Justice and Attorney-General

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