



Update organisation details

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by an authorised representative of an organisation to update organisation details.

Note: This form cannot be processed without a completed CEO's declaration.

Organisation Name (As previously provided to Blue Card Services)

<input type="text"/>	Organisation ID (if known)
<input type="text"/>	<input type="text"/>

A contact person is the person who receives correspondence relating to blue /exemption card applications, including the outcome.

A telephone contact is a person nominated to call Blue Card Services on behalf of the contact person but will not receive correspondence or notification of the outcome.

Replace one existing contact person

Existing contact person name	
<input type="text"/>	
<i>New contact person details</i>	
Name	Telephone
<input type="text"/>	<input type="text"/>
Position	Email
<input type="text"/>	<input type="text"/>
Organisation postal address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	

Replace ALL existing contact people

<i>New contact person details</i>	
Name	Telephone
<input type="text"/>	<input type="text"/>
Position	Email
<input type="text"/>	<input type="text"/>
Organisation postal address	
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	



Add an authorised telephone contact

Complete this section to nominate one or more people to speak to Blue Card Services on behalf of a contact person

Contact person name

Authorised telephone contact person/s

Please if the above telephone contact/s is authorised to speak on behalf of all contacts

Change to organisation name

New organisation name

Change to organisation / contact person business address

New organisation postal address

If this applies to an individual contact person only, please complete below:

Contact person name

Change to existing contact person name

Complete this section to notify Blue Card Services of a change of name. (Eg, Jane Smith is now known as Jane Jones)

Contact person name (as previously provided)

Contact person's new name

CEO'S Declaration

I declare that:

- I am the Chief Executive Officer (or equivalent) for the stated organisation;
- The details provided in this form are true and correct; and
- I approve the change of information provided in this form and understand it affects who is notified of certain blue / exemption card matters.

Signature of representative

Name of representative


Position of representative


Blue Card Services, Department of Justice and Attorney-General


 Scan and upload at www.bluecard.qld.gov.au/uploadform

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 07 3035 5910

 www.bluecard.qld.gov.au