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**NEW/RENEWAL**

 Valid for lodgement  
until 30 June 2018

## Adult resident/occupant blue card application

*Working with Children (Risk Management and Screening) Act 2000*

This form is to be completed by adult residents/occupants/regular visitors proposing to start or continue to reside/regularly visit in a home where stand alone/family day care is being provided.

### Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**<sup>#</sup> definition on page 4), continue to complete this application. If you are not eligible, **do not** complete this form and complete an Eligibility Declaration form instead.

### Part A – Care type

Please indicate the relevant care type:

**Stand alone care:**

- Adult occupant  
 Regular visitor

**Family day care:**

- Adult occupant  
 Regular visitor

### Part B – Stand alone carer details

**1** Name of stand alone care provider

**2** Organisation ID number (*if known*)

**3** Postal address

  
  
 Postcode

**4** Telephone

**5** Email

**Note:** The Department of Education and Training will be advised where an application is withdrawn, a negative notice is issued or a blue card is suspended or cancelled.

### Part C – Family day care service details

**1** Name of family day care service

**2** Organisation ID number (*if known*)

**3** Name of the contact person or their representative

**4** Additional authorised telephone contact/s

**5** Postal address of family day care service

  
  
 Postcode

**6** Telephone

**7** Email

### OFFICIAL USE ONLY

Receipt number:

Date:

Initials:



Applicant's name

**Part D – Applicant’s details** (to be completed by the applicant)

**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

**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 have read the information on page 4 and I am not disqualified from applying for a blue card#;
- 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/ blue card remains current;
- I understand that the information obtained includes but is not limited to details of convictions<sup>^</sup> 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 an adult resident, adult occupant or regular visitor residing in, or visiting a home where stand alone care or family day care is provided and am not entitled to an exemption;
- I understand my Approved Provider will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled;
- I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and
- I consent to the confirmation of the validity of my blue card being published or provided.

**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

**Stand Alone Adult Occupants** - A prescribed person (Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer) is responsible for sighting the adult occupant's identification.

**Family Day Care Adult Residents** - The approved provider (or their representative) is responsible for sighting the applicant's identification.

**Two current, original** identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature** must be checked. 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.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an 'Confirmation of identity' form (Family Day Care Adult Residents only).

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 (Stand Alone Adult Occupants)

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

## Part G – Declaration by approved provider (Family Day Care Adult Residents)

**IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification documents.**

I declare that:

- the details provided in this form are true and correct;
- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)<sup>#</sup>; and
- I have either:
  - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
  - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

**Note:** It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

  
D D  
M M  
Y Y Y Y

Name of representative

Position of representative

### Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card.

Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

### Important information

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

#### #Disqualified person

**It is an offence for a disqualified person to sign a blue card application form.**

A disqualified person is someone who:

- has been convicted<sup>^</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
  - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*; or
  - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*.

\*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.

<sup>^</sup>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.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.


For more information about the blue card system and your obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).


Blue Card Services, Department of Justice and Attorney-General

 Scan and upload at [www.bluecard.qld.gov.au/uploadform](http://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](http://www.bluecard.qld.gov.au)