



Blue card application and request for yellow card exemption

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by people proposing to start or continue work with both children and adults at a place where disability services are provided by a Department of Communities, Child Safety and Disability Services (the Department) funded non-government service provider or a National Disability Insurance Scheme (NDIS) non-government service provider.

The Department will be advised of the outcome of this application, whether a blue card is issued to you, suspended or cancelled, and if further employment screening is required in relation to your yellow card exemption application.

Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**[#] 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 – Child related activity details (to be completed by the organisation)

1 Please select the type of child-related employment for which a blue card is required:

- Paid employee (*payment details required in Part G*)
- Volunteer (*no payment required*)
- Student (*no payment required*)

2 Is this application associated with NDIS?

- Yes No

Part B – Yellow card status (to be completed by the organisation)

Has the applicant/cardholder ever applied for or held a yellow card/yellow card exemption?

- Yes No

Card number (if known)

Other details

Part C – Organisation details (to be completed by the organisation)

1 Name of organisation

2 Organisation ID number (*if known*)

3 Postal address of organisation

 Postcode

4 Contact person's name

5 Contact person's position

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

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
 Australian South Sea 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[^] 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 proposing to start or continue in regulated employment with children and adults at a place where disability services are provided by a Department of Communities, Child Safety and Disability Services funded non-government service provider or an NDIS non-government service provider
 - I understand my organisation 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

Applicant’s name

Part E – Proof of identity (to be completed by the organisation)

The organisation 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.

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.

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
Document 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 – Organisation declaration (to be completed by the organisation)

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)[#]; 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

Applicant's name

Privacy notice

The *Working with Children (Risk Management and Screening) Act 2000* and the *Disability Services Act 2006* allow the collection of personal information to assess your eligibility to be issued with a blue/exemption card and a yellow card exemption.

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. The Department of Communities, Child Safety and Disability Services (the Department) may also share your information with police, courts, prosecuting authorities or other authorised agencies as part of their 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.

After your application for a blue card has been finalised, relevant information regarding your application will be forwarded to the Department to process your request for a yellow card exemption. As part of this process, advice will be provided to the Department confirming whether you have been issued with a blue card, whether that blue card has been suspended or cancelled and provide advice regarding the need for the Department to undertake further employment screening. If you have criminal history, advice will be provided to the Department that further employment screening is required. The information provided will not include specifics of a person's criminal history.

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[^] 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.

[^]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.

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

Part G – Payment options for PAID employees only

The application fee is GST exempt (under division 81), non refundable and subject to change.

An **\$84.25** fee is required for paid employees. Please select one of the following payment methods:

Credit card—complete payment online at www.bluecard.qld.gov.au

Receipt number Date payment made
D D M M Y Y Y Y

To avoid delays in processing, please attach a copy of the receipt when paying by credit card and ensure all applicant details match those on this form.

Cash or EFTPOS (over the counter transaction only)

Cheque/Money order—made payable to Blue Card Services (ABN 60 789 586 626)


Postal address for receipt (must be completed if the receipt is to be sent to someone other than the applicant)

<input type="text"/>
<input type="text"/> Postcode
Email address for receipt <input type="text"/>


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