

Working with Children Check

Kempsey Shire Council – Volunteers

Due to changes in Local Government Policy ALL Volunteers are required to complete a Working with Children Check.

There is **NO COST** for Volunteer Working with Children Checks.

Step 1: Complete the Working with Children Check form online and print.
(only takes about 5 minutes).

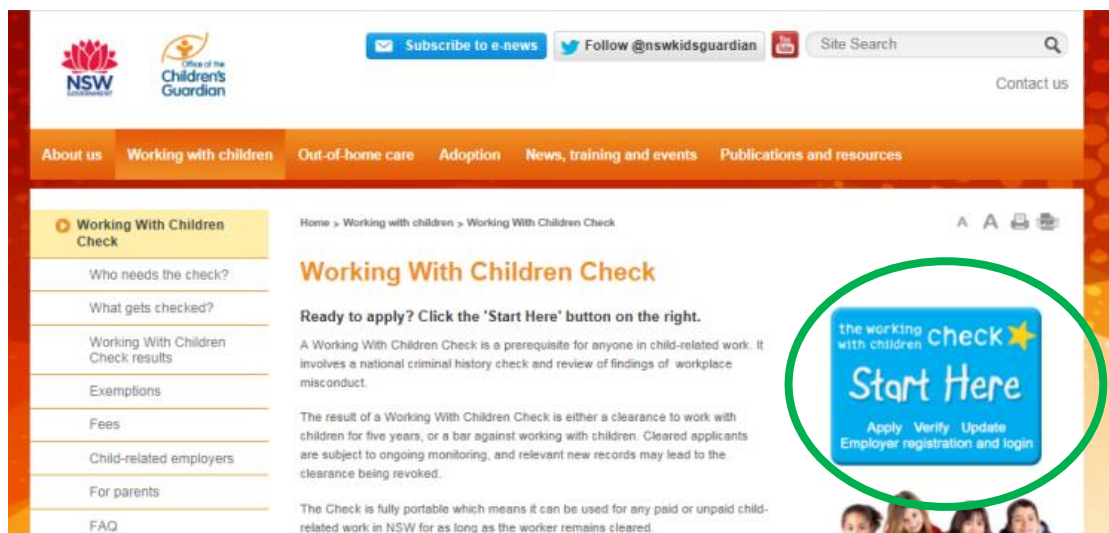
www.kidsguardian.nsw.gov.au

Select working with children

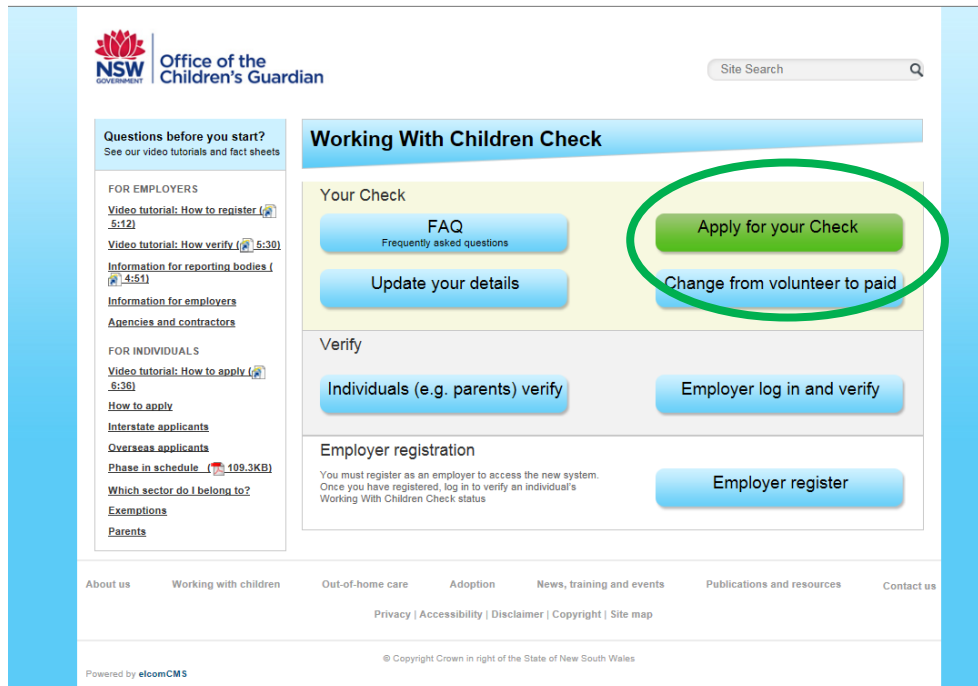
Select working with children check



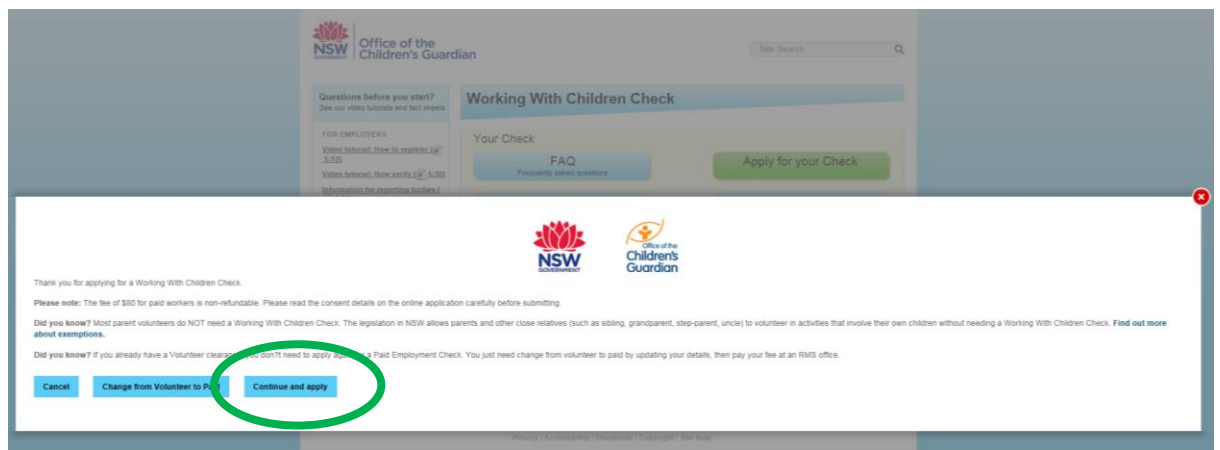
Click the blue **Start Here** button.



Click the green **Apply for your Check** button to open the form.



Click the blue **Continue and apply** button.



Council can assist where volunteers are unable to access online services.

Step 2: Go to a NSW Motor Registry, RMS agency or Service NSW office (find a location at www.service.nsw.gov.au/service-centre).

You will need to **take your application number and proof of your identity**. Your Identification must match the details on this form exactly or your proof of identity apply may not be accepted.

Step 3: Provide the RMS application number to Council as soon as possible.

Step 4: When advised of clearance by NSW Working with Children Check, the Volunteer must **advise Council of the WWC number** provided on the notification.

Online form to be completed

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es® - Search fo... Postcode NSW - Australia ... Contacts - SMSGlobal Dropbox Chooser 2014-15-fees-and-

the working with children **check** You are filling out a NSW Working With Children Check Application.

Application for a NSW Working With Children Check

PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Personal details

Title *
-- Please select --

First given name *
OR
 No first given name

Other given names *
OR
 No other given names

Family name *

Gender *
 Female Male Unknown / other

A minimum of 1 contact number is required

Home / private phone (include area code)

Business phone (include area code)

Mobile

Email address

Please confirm your email address

street address *

Suburb / Town *

State *
-- Please select --

Postcode *

Country *
Australia

Mailing address *
 Same as above

street address *

Suburb / Town *

State *
-- Please select --

Postcode *

Country *
Australia

Birth details

Date of birth *
dd/mm/yyyy

Town *

Country *
Australia

State / Territory: *
-- Please select --

Purpose for check *

Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child-related sector *
-- Please select --

Confirm identity

Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity.

Australian Driver/Rider Licence, current or expired within the last 2 years

Licence Number

State -- Please select --

NSW Photo Card, current or expired within the last 2 years

Photo Card Number

Other Documents

Additional names

Have you ever changed your name or used a different name? *

Yes No

Purpose for Check choose Clubs and other Bodies from dropdown list

Next