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initials:



Valid for lodgement until 30 June 2010

Volunteer blue card application form

The *Commission for Children and Young People and Child Guardian Act 2000* requires anyone over 18 seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card.

How to fill out this application form

To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the organisation/volunteer co-ordinator completes **Parts A, C and D**
- the volunteer completes **Part B**
- you indicate with a tick where required.

Applications for volunteers are processed free of charge.

Volunteers must hold a valid blue card before they commence child-related employment regulated by the Act.

Note: It is an offence for a volunteer to provide false or misleading information to the Commission or to sign an application for a blue card if they are a disqualified person[#] (see page 4).

PART A Organisation's Details (this section must be completed by the organisation/volunteer co-ordinator)

<p>1 Name of organisation</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p>Organisation ID number (please insert the Commission's reference number for your organisation if known)</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	<p>6 Type of child-related employment for which a blue card is sought (please tick appropriate box)</p> <p><input type="checkbox"/> residential facilities</p> <p><input type="checkbox"/> schools (other than registered teachers)*</p> <p><input type="checkbox"/> school boarding houses</p> <p><input type="checkbox"/> child care^o</p> <p><input type="checkbox"/> churches, clubs and associations ◆</p> <p><input type="checkbox"/> health, counselling and support services</p> <p><input type="checkbox"/> private teaching, coaching or tutoring</p> <p><input type="checkbox"/> education programs outside of school</p> <p><input type="checkbox"/> child accommodation including homestays</p> <p><input type="checkbox"/> religious representatives</p> <p><input type="checkbox"/> sport and active recreation ♣</p> <p><input type="checkbox"/> emergency services cadet program</p> <p><input type="checkbox"/> school crossing supervisors</p> <p><input type="checkbox"/> volunteer of the licensed care service</p> <p><input type="checkbox"/> volunteer working for a business providing services at a licensed care service</p>
<p>2 Postal address of organisation</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div> <p style="text-align: right;">Postcode</p>	<p>Note: Exemptions apply in certain circumstances, eg. a parent is exempt if they provide services:</p> <p>* at the school their child attends</p> <p>^o at a centre where their child regularly receives child care</p> <p>◆ within a church, club or association which are the same or similar to those received by their child</p> <p>♣ as part of sport or active recreation involving their child</p> <p>The organisation is responsible for declaring that the volunteer is not exempt (see Part D).</p>
<p>3 Contact person</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
<p>4 Contact person's position</p> <div style="border: 1px solid black; height: 20px; margin-bottom: 5px;"></div>	
<p>5 Phone <input style="width: 100%;" type="text"/></p> <p>Email <input style="width: 100%;" type="text"/></p> <p>Fax <input style="width: 100%;" type="text"/></p>	
<p>Additional Information The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.</p>	

Applicant's Name

PART B Volunteer's Details

(this section must be completed by the volunteer)

7 Have you ever applied for or held a blue card?

Yes No

Blue card No. (if known)

8 Your title Mr Mrs Miss Ms

Other

9 Name you presently use

Family Name

First Name

Middle Name

I do not have a middle name (please tick)

10 Do you currently use an abbreviation/nickname/alias for your first name? eg. Elizabeth abbreviation Betty

Name/s

11 Have you been known by any other name/s? eg. name at birth, maiden name, name before marriage, married name, alias, change by certificate/deedpoll, changed the order of your name

Note: It does not matter how long ago you changed your name or how long you used another name for.

(Please tick) No Go to question 12

Yes give details below:

If you require more space, please tick this box and attach a separate list

Family Name

First Name

Middle Name

Reason for change

12 Gender

Male Female Indeterminate

13 Date of birth

/ /
DAY MONTH YEAR

14 Place of birth

Town/city

State

Country

15 Current postal address

(Note: your postal address must be in Australia)

Postcode

16 Current residential address

Please tick if same as postal address

Postcode

17 Your telephone numbers

Daytime

Mobile

18 Do you identify as? (please tick)

Aboriginal Torres Strait Islander

Aboriginal and Torres Strait Islander

Australian South Sea Islander

19 What language do you mainly speak at home?

20 Volunteer's declaration

I declare:

- 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 false or misleading information;
- I have read the contents of this form including the information on page 4;
- I consent to the Commission obtaining any information from any police, court, prosecuting authority or other authorised agency 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 and am not entitled to an exemption;
- I am aware of my blue card obligations as a blue card applicant/card holder;
- I am not a disqualified person#; and
- I consent to the Commission publishing/providing confirmation on whether or not my blue card is valid.

Do not sign outside the box as your signature will be scanned onto your card.

Date of signature

/ /
DAY MONTH YEAR

Applicant's Name

PART C Proof of Identity Declaration

(this section must be completed by the organisation/volunteer co-ordinator)

The organisation/volunteer co-ordinator is responsible for sighting the volunteer's identification documents.

However, in limited circumstances (where the volunteer resides more than 50km from the organisation's business address or has a disability that affects his or her mobility), this responsibility can be exercised by a prescribed person.

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

Irrespective of whether or not the organisation/volunteer co-ordinator can sight the identification documents, they must complete Part D.

Where the organisation/volunteer co-ordinator is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts C and E**.

Identification requirements

The volunteer must produce two original identification documents to confirm their identity. Together the documents must show:

- full name
- date of birth
- signature

The organisation/volunteer co-ordinator must certify in **Part D** that the details provided on the application form are the same as those appearing on the documents sighted.

One of the following combinations must be used:

EITHER

List 1 + **List 2**

One original document from List 1 and one original document from List 2 which together show the volunteer's **full name, date of birth and signature**.

OR

List 1 + **List 1**

Two original documents from List 1 which together show the volunteer's **full name, date of birth and signature**.

Note: All identification documents sighted must be originals (photocopies are not acceptable).

Where any document is in a former name, an original official document (eg. marriage certificate or change of name certificate) showing the change of name must be sighted.

Note: If you cannot provide an identification document from either List 1 or List 2 please contact the Commission on **07 3211 6999 or 1800 113 611**.

If possible, please attach a photocopy of documents sighted to this application form for verification purposes.

Please indicate which identification documents have been sighted by placing a in the box.

21 LIST 1

Signature Document

- Current driver licence/learner's permit/proof of age card (with photo)

Document No:

Issued in the state of:

- Current passport (with photo)

Passport No:

Non-Signature Document

- Birth certificate (or extract)

Reference No:

- Australian citizenship certificate or current document evidencing permanent Australian residency status

Reference No:

22 LIST 2

Signature Document

- Current Pension Concession Card/Dept of Veterans' Affairs Entitlement Card/Senior's Health Card /Health Care Card/any other current financial entitlement card issued by Centrelink.

- Current Credit Card or account card from a bank/building society/credit union (with name and signature)

- Current Positive Notice Blue Card (issued by the Commission)

- Current student identification card issued by a tertiary education institution or school (with photo and signature)

- Current Qld Gaming Machine Licence

- Current Qld Licence issued under the Weapons Act

Non-Signature Document

- Current Medicare card

- Current Qld crowd controller/private investigator/security officer licence

- Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months

- Australian taxation assessment notice dated in the last 6 months

The organisation/volunteer co-ordinator must complete **Part D**.

Where the organisation/volunteer co-ordinator is **unable** to sight the identification documents, a prescribed person must sight them and complete **Parts C and E**.

Applicant's Name

PART D Declaration by Organisation/ Volunteer Co-ordinator

(to be completed by the organisation/
volunteer co-ordinator)

It is an offence to provide false or misleading information to the Commission.

I declare that:

- I am authorised to submit this application on behalf of the organisation; and
- the volunteer is proposing to start or continue in regulated employment and an exemption does not apply; and
- I have warned the volunteer that it is an offence for a disqualified person to sign a blue card application; and
- I have either:
 - checked the details provided in this form and confirm they match those on the identification documents sighted

OR

- not checked the identification documents because:
 - the volunteer's usual residence is more than 50 km from the business address, or
 - the volunteer has a disability affecting his or her mobility.

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

Full Name

Signature

Position

Date

DAY MONTH YEAR

PART E Declaration by Prescribed Person

(to be completed by a prescribed person)

I declare I have checked the details provided in this form and confirm they match those on the identification documents sighted.

Note: It is an offence to provide false or misleading information to the Commission.

I am a:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Police Officer

Stamp or Registration No.
(if applicable)

Signature

Full Name

Date

DAY MONTH YEAR

Privacy notice

The *Commission for Children and Young People and Child Guardian Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue card.

Information will be provided to Queensland Police, and may be provided to interstate or federal police, courts, prosecuting authorities or other authorised agencies to conduct criminal history checks. 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 where required by law.

Important information

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

#Disqualified people

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. This may include a child-related sex or pornography offence 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*
 - 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.

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

*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.

For more about blue card information and obligations go to www.bluecard.qld.gov.au

Commission for Children and Young People and Child Guardian

Address:

Level 17, 53 Albert Street
Brisbane Qld 4000

Postal:

PO Box 12671
Brisbane George Street Qld 4003

Phone: 07 3211 6999 or Freecall: 1800 113 611

Fax: 07 3035 5910

www.bluecard.qld.gov.au

Applicant's Name



commission for
children and young people
and child guardian

How to complete the 'Volunteer (V) blue card application form'

Volunteer blue card application form

The Commission for Children and Young People and Child Guardian Act 2000 requires anyone over 18 seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card.

How to fill out this application form
To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the organisation/volunteer co-ordinator completes Parts A, C and D
- the volunteer completes Part B
- you indicate with a tick where required.

Note: It is an offence for a volunteer to provide false or misleading information to the Commission or to sign an application for a blue card if they are a disqualified person (see page 4).

PART A – Organisation's Details (this section must be completed by the organisation/volunteer co-ordinator)

1 Name of organisation
Organisation ID number (please insert the Commission's reference number for your organisation if known)

2 Postal address of organisation
Postcode:

3 Contact person

4 Contact person's position

5 Phone
Email
Fax

Additional Information
The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.

6 Type of child-related employment for which a blue card is sought (please tick appropriate box)

- residential facilities
- schools (other than registered teachers)*
- school boarding houses
- child care^o
- churches, clubs and associations[•]
- health, counselling and support services
- private teaching, coaching or tutoring
- education programs outside of school
- child accommodation including homestays
- religious representatives
- sport and active recreation^{••}
- emergency services cadet program
- school crossing supervisors
- volunteer of the licensed care service
- volunteer working for a business providing services at a licensed care service

Note: Exemptions apply in certain circumstances, eg. a parent is exempt if they provide services:

- ^o at the school their child attends
- [•] at a centre where their child regularly receives child care
- ^{••} within a church, club or association which are the same or similar to those received by their child

The organisation is responsible for declaring that the volunteer is not exempt (see Part D).

Applicant's Name

Part A – Organisation's details

An authorised representative from the volunteer organisation must:

Step 1: complete sections 1 - 6 in Part A, including the name of the contact person in section 3. This person will be the Commission's contact with the volunteer organisation in relation to this application. They are the only person, apart from the volunteer, the Commission can discuss certain aspects of the application with.

Note: the contact person does not have to be the person who sights the volunteer's identification documents.

For example, large organisations with offices throughout Queensland may wish to have all notifications from the Commission forwarded to head office, even though applications are completed and submitted by local offices. If so, then you need to write the details of head office and the contact person at head office in Part A and have an authorised representative of the volunteer organisation sight the identification documents and complete Part C and Part D of the application form.

Step 2: indicate in section 6 what type of child-related work the volunteer is undertaking.

Part B – Volunteer's details

The *volunteer* must:

Step 1: complete sections 7-20 in Part B. If the volunteer has ever been known by any other name (such as a maiden name or nickname), it is essential they provide a list of these names in section 11.

Step 2: read the declaration in section 21 carefully and sign in the box provided using a blue or black pen. The signature must not extend outside the box provided as it will be scanned onto their blue card.

It is an offence for a 'disqualified person' to sign the applicant's declaration in Part B. Please refer to the Commission's website at www.ccypcg.qld.gov.au for a list of disqualifying offences.

This information sheet provides guidance to volunteers and volunteer coordinators on how to complete the 'Volunteer (V) blue card application form'.

If the application form is not completed in full, it may be returned to you for further information, which may cause delays in processing the application.

Please complete all sections of the application form using BLOCK LETTERS a tick (✓) where required.

The volunteer organisation intending to employ or continue to employ the volunteer must apply to the Commission for a blue card on the volunteer's behalf.

The volunteer organisation is responsible for sighting the volunteer's identification documents proving their identity and checking these against the details provided on the blue card application form.

Part C – Proof of identify declaration

An *authorised representative from the volunteer organisation* must:

Step 1: check the volunteer has completed Part B (sections 7 - 21) of the application form.

Step 2: ensure the volunteer has provided two forms of identification to verify their identity. They must be either:

- one document from List 1 and one document from List 2, **or**
- two documents from List 1.

The documents provided for verification must be original documents. Photocopies cannot be used.

If an identification document is in a former name, an original official document showing the change of name must be sighted by the authorised person.

Step 3: confirm the volunteer's full name, date of birth and signature in Part B of the application form match those on the original proof of identification documents provided.

Step 4: indicate which identification documents have been sighted by ticking the appropriate boxes in Part C, in either list 1 (section 22) or list 2 (section 23), and record the document number/s (if applicable).

Part D – Declaration by organisation/ volunteer co-ordinator

This section must be completed by the authorised representative from the volunteer organisation, even where a prescribed person has sighted the volunteer's identification documents.

The *authorised representative from the volunteer organisation* must:

Step 1: tick one of the boxes in Part D, either confirming they have sighted the volunteer's identification documents or they were unable to sight the volunteer's identification documents (because the volunteer's usual residence is more than 50kms from the business address or the volunteer has a disability affecting his or her mobility).

Step 2: sign the declaration in Part D confirming:

- they have checked the volunteer's personal details in

Part B of the application form and they match exactly with the original proof of identity documents sighted

- they are authorised to submit the application on behalf of the volunteer organisation
- an exemption doesn't apply to the volunteer, and
- they have warned the volunteer that it is an offence for a disqualified person to sign an application form.

PART E – Declaration by prescribed person

This part needs to be completed only if the authorised representative from the volunteer organisation confirmed (by ticking the box in Part D) they were unable to sight the volunteer's proof of identity documents.

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

The *prescribed person* must:

Step 1: ensure the volunteer provides them with an application form which has Part A, Part B and Part D completed.

Step 2: ensure the volunteer provides them with two forms of identification to verify their identity. They must be either:

- one document from List 1 and one document from List 2, **or**
- two documents from List 1.

The documents provided for verification must be the original documents. Photocopies cannot be used.

If an identification document is in a former name, original official documents showing change(s) of name must be sighted by the prescribed person.

Step 3: confirm the volunteer's full name, date of birth and signature in Part B of the application form match those on the original proof of identification documents.

Step 4: indicate which identification documents were sighted by ticking the appropriate boxes in Part C, in either list 1 (section 22) or list 2 (section 23), and recording the document number/s (if applicable).

Step 5: complete and sign the declaration in Part E if satisfied that the volunteer's personal details in Part B of the application form exactly match the details on the original identification documents they have sighted.

Checklist

The volunteer applicant

Have you:

- completed all sections in **Part B** including your full name, middle name (or ticking the box that you do not have a middle name), listing any former name/s, your date and place of birth and current contact details?
- carefully read the Volunteer's declaration in section 21, including the declaration that you are not a 'disqualified person' before signing and dating the declaration?
- ensured you have signed inside the signature box in black or blue pen (as your signature will be scanned onto your blue card)?

The authorised representative of the organisation

Have you:

- completed **Part A**?
- warned the volunteer applicant that it is an offence for a 'disqualified person' to sign an application form?
- carefully read and completed **Part D** – either certifying that you have sighted the identification documents **or** that you are unable to sight the identification documents for one of the reasons listed?

If you sight the documents, have you:

- sighted two original identification documents (either one from List 1 and one from List 2 **or** two from List 1) which together show the volunteer's full name, date of birth and signature?
- confirmed that the details recorded in **Part B** of the application form match those on the identification documents sighted?
- indicated in **Part C** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part D** (including ticking the relevant box)?

Where a prescribed person sights the identification documents

Have you:

- sighted two original documents (either one from List 1 and one from List 2 **or** two from List 1) which together show the volunteer's full name, date of birth and signature?
- confirmed that the details recorded in **Part B** of the application form match those on the identification documents sighted?
- indicated in **Part C** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part E**?

List 1 – Primary documents

- Current driver licence/learner’s permit/proof of age card (with photo)
- Current passport (with photo)
- Birth certificate (or extract)
- Australian citizenship certificate or current document evidencing permanent Australian residency status

List 2 – Secondary documents

- Current Pension Concession Card/Dept of Veterans’ Affairs Entitlement Card/Senior’s Health Card/Health Care Card/any other current financial entitlement card issued by Centrelink.
- Current Credit Card or account card from a bank/building society/credit union (with name and signature)
- Current student identification card issued by a tertiary education institution or school (with photo and signature)
- Current Qld Gaming Machine Licence
- Current Positive Notice Blue Card (issued by the Commission)
- Current Qld Licence issued under the Weapons Act
- Current Medicare card
- Current Qld crowd controller/private investigator/security officer licence
- Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months
- Australian taxation assessment notice dated in the last 6 months

Don’t forget to:

- sign the declaration on your application stating you are not a disqualified person
- notify the Commission if you change employers/volunteer organisation or stop working/volunteering with your employer/volunteer organisation
- notify the Commission if you change your contact details, and
- notify the Commission if you change your name.

For more information about the blue card, see the ‘Understanding the blue card’ information sheet or Frequently Asked Questions available on the Commission’s website at www.bluecard.qld.gov.au

Commission for Children and Young People and Child Guardian

Street address: Level 17, 53 Albert Street
Brisbane Qld 4000

Blue Card Contact Centre:

Office Hours: 8:00am – 5:00pm
Monday to Friday

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Contact us