

# Working with Children Check Online Application



**EAST ADELAIDE  
SCHOOL**

## The Working with Children Check is free for volunteers.

Some volunteers who provide assistance at Education sites must complete the Working with Children Check (WWCC). The WWCC check must be updated every 5 years.

The WWCC is a checking process undertaken by the Department of Human Services (DHS) Screening Unit.

## To complete your application, you will need:

- Information about your full legal name and any names you may have, including previous names, maiden name, names you have legally changed, aliases and informal names (like nicknames)
- You will need to supply your address details for the last five years.
- To verify your identity online you will need to complete a 100-point check. Please turn over the page to view documents required.
- Go to this link for further information <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc>

## Submit your application online

- Visit <https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/screening-wwcc>
- Scroll down the page to 'How to apply' and click on 'For individuals'
- Click on 'apply for a screening check'
- Scroll to the bottom of the page and click on 'Start now'
- When filling in the form, ensure you apply as a volunteer. See screenshot below.
  - Role description, type in Volunteer
  - Screening required, click on the Working with Children Check
  - Application Type, click on the down arrow for Volunteer (no charge for volunteers)

**Role Description\***

**Screening(s) Required\***

- Aged Care Sector Employment
- General Employment Probity
- Vulnerable Person Related Employment
- Working With Children Check
- NDIS worker check

**Applicant Type\***

- You must complete and submit your application within 28 days or your application will be deleted and you will need to start the application again.

# Working with Children Check 100-Point Identification Check Documents



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The combination of identity documents must include the individual's:

- full name
- date of birth
- photograph
- Current address

One of the documents must come from either Category A or Category B below. You need to provide identification that totals 100 points.

## **Category A - Each document is worth 70 points.**

Only one document from this category can be used.

- Birth certificate (not an extract)
- Australian passport (current, or expired within the previous two years, but not cancelled)
- Australian citizenship certificate
- International passport (current, or expired within the previous two years, but not cancelled)
- ImmiCard
- Other identity document with the same characteristics as a passport e.g. diplomatic/refugee (photo or signature)

## **Category B - The first document is worth 40 points, each additional document is worth 25 points.**

- Current driver's licence or permit (government-issued)
- Working with children/teachers' registration card
- Aviation security identification card/maritime security identification card
- Public employee photo ID card (government-issued)
- Department of Veterans' Affairs card
- Centrelink pensioner concession card or health care card
- Current tertiary education institution photo ID
- Reference from a medical practitioner (who has known the individual for at least 12 months)

## **Category C - Each document is worth 25 points.**

- Utility bill (electricity/gas/water/telephone)
- Bank/financial institution statement or passbook
- Credit/debit card
- Birth certificate extract
- Foreign/international driver's licence
- Proof of age card (government-issued)
- Medicare card/private health care card
- Council rates notice
- Property lease/rental agreement
- Property insurance papers
- Australian Tax Office assessment
- Superannuation statement
- Seniors card
- Electoral roll registration
- Motor vehicle registration or insurance documents
- Professional or trade association card

## **Sourced from**

<https://www.sa.gov.au/topics/rights-and-law/rights-and-responsibilities/screening-checks/apply-for-a-screening-check/print-and-seek>

