

APPLYING FOR QLD WORKING WITH CHILDREN CHECK

Becoming a member of **AustraliaOne** requires you to hold a current government issued Working with Children Certification. This is a three-step process.

1. Registering for the blue card
2. Linking you to **AustraliaOne**
3. Completing the application

1. REGISTERING FOR THE BLUE CARD

NOTE: If you currently hold a blue card you only need to complete step 2.1

The online application works best on desktop or tablet devices, and using current browsers such as Chrome, Firefox, Safari or Edge. There may be compatibility issues with older browsers, such as Internet Explorer 11 or earlier and mobile phones.

1.1. Establishing an Account

To apply for the card on-line you will first need to **establish an account** with Blue Card Services (BCS). To apply you will need a QLD Government Customer Reference Number (CRN). This is how the government will verify your identity and obtain the photo for your blue card.

1.2. Identification

Suitable sources for your CRN are:

4. driver's licence
5. motorcycle licence
6. proof of age card (18+ card)
7. marine licence
8. photo identification card.

Photo ID cannot be older than 6 years 9 months.

1.3. Commencing the Link

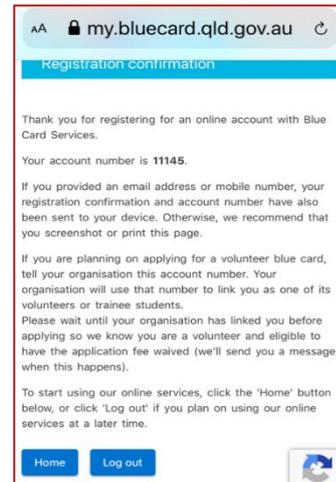
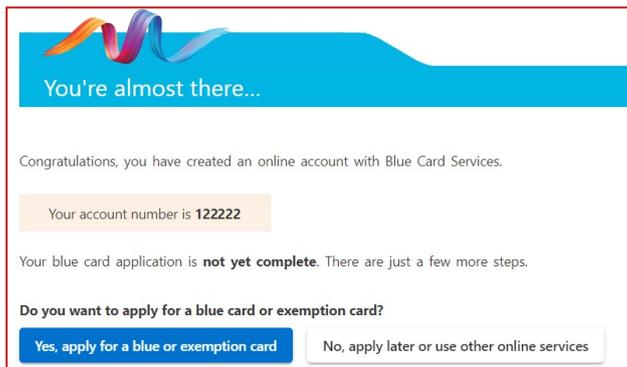
To start the registration and application process click this link or copy and paste it into a URL bar.
<https://my.bluecard.qld.gov.au/account/registration/privacy-notice>

You will need to complete the following sections:

1. Acceptance of privacy notice
2. Proof of identity
3. Validate security code
4. Set up two-factor verification
5. Personal details
6. Contact details
7. Declaration.

Once you have completed the **Declaration** section, you will be directed to a page which contains

your six-digit account number (the page will vary depending on the platform you used). You will also receive an email from BCS containing this number. **Make sure you record this number.**



Before you can apply for the blue card, you must first be linked to **AustraliaOne**. To do this you need to complete: [Linking you to Australia One](#). You can close the windows on your browser / mobile phone as you will need to login later to finalise your application.

2. LINKING YOU TO AUSTRALIAONE

Once you have your **six-digit account number** you will need to confirm your identity and provide **AustraliaOne** with your account number or a copy of your blue card (if you already have one).

2.1. Confirming Your Identity

To confirm your identity, complete this step so that we can link you on the BCS system as a volunteer with **AustraliaOne**.

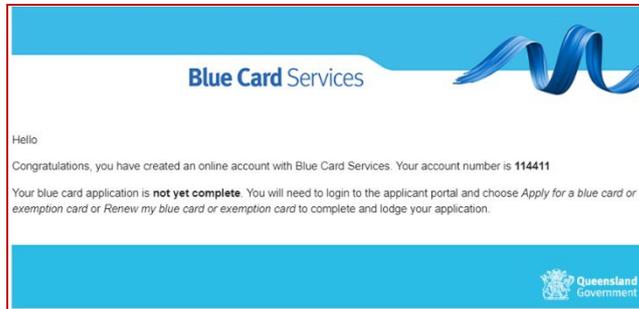
Email the below documents to: gldbluecard@australiaoneparty.com

1. Copy of blue card account number OR a copy of your blue card if you have one already
2. Photo ID (front and back) – This must be a drivers' licence or 18+ card
3. Photo of you holding your photo ID (front and back)
4. ONE additional document to make up 100 points of ID
 - Medicare card
 - Passport
 - Birth certificate
 - Certificate of Australian citizenship
 - Change of name certificate
 - Australian visa
 - Marriage certificate

2.2. Confirmation Received - Linked to AustraliaOne with BCS

Once we have emailed through the above-mentioned documents, we will then link your application to **AustraliaOne** and you will receive an email from BCS advising you that **AustraliaOne** has linked you.

If you **DON'T** already have a blue card, you will be required to log back into your blue card account and finalise your application



3. COMPLETING THE APPLICATION (If you don't have a blue card)

Now that you have received the confirmation from BCS that **AustraliaOne** has linked you to their organisation, you will need to login to your blue card account to complete your application.

1. Click on the link or copy and paste it into a URL bar: <https://my.bluecard.qld.gov.au/login>
2. Select your identification type
3. Enter your CRN
4. Enter your date of birth
5. Tick the box for Acceptance of privacy notice
6. Click Login button
7. Enter the code for the two-factor verification code which will be emailed to you
8. Click the Submit button
9. Click on the Apply for a **blue card or exemption card** button

Note: you will be directed to this page: Apply: before you begin. **You do not need to pay a fee** as you are registering as a volunteer.

1. Click **Next** and complete the following sections:
 - Start application
 - Type of child-related work – click **Volunteer** at the bottom of the page
 - Review your child-related activities
 - Personal details
 - Previous names
 - Address details
 - Declaration.

4. RECORDS

Once you receive your blue card, you can forward a copy of your blue card to: qldbluecard@australiaoneparty.com