



Help Sheet – Applying for Working with Children Check

<p>What is a Working With Children Check (WWCC)?</p>	<ul style="list-style-type: none"> • A WWCC is a card issued by the Department of Justice that will enable you to meet a requirement of volunteering at Sacred Heart Parish. There is no cost for a volunteer WWCC application.
<p>What is I already have a valid WWCC?</p>	<ul style="list-style-type: none"> • To link your WWCC to Sacred Heart Parish go online to www.workingwithchildren.vic.gov.au and on the homepage select <ul style="list-style-type: none"> - Update details - Get started - Provide your full name, surname and date of birth - Card Number - Role Type: Volunteer - Child-Related Work Field: 64 Religious Organisations - Add Organisation - Name of Place: Sacred Heart Catholic Church Address: 116 Cotham Kew Vic 3101 or PO Box 3211 Cotham Vic 3101 P: 9853 6701 - Update Details • No further action is required, the Department of Justice will notify Sacred Heart Parish.
<p>How do I apply for a WWCC?</p>	<ul style="list-style-type: none"> • You will need: <ul style="list-style-type: none"> • Access to a computer • Access to an internet • Scan ID documents such as passport, citizenship, drivers licence, Medicare card, Seniors Card, current bill with current address. • An email address • Address of every place you have lived in the last 5 years within Australia. • Go online to www.workingwithchildren.vic.gov.au and on the homepage select Apply for a Check and then follow the prompts. <ul style="list-style-type: none"> - Insert the following information for the prompts below - Role Type: Volunteer - Child-Related Work Field: 64 Religious Organisations - Add Organisation - Name of Place: Sacred Heart Catholic Church Address: 116 Cotham Kew Vic 3101 or PO Box 3211 Cotham Vic 3101 P: 9853 6701 • When you have completed the application, you will receive an email confirmation with a barcode. You will need to go to your local Australia Post Office to lodge your application. You will need to show: <ul style="list-style-type: none"> - A print out of the barcode or the barcode on you Smartphone. - Bring along the ID documents you have submitted when completing your online form. - A portrait photo of you will be taken • No further action is required, the Department of Justice will notify Sacred Heart Parish.