



OBTAINING A WORKING WITH CHILDREN CARD

What you will need to do:

1. Access the online application

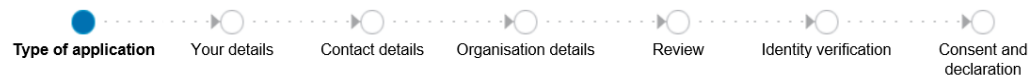
- Go to <http://www.workingwithchildren.vic.gov.au/>
- Read through the information on the website or on this information sheet provided.

2. To begin your application

- Click on the Blue button
- Fill in the online form
- Click on the Blue Start application

Apply for Check

Application for a Working with Children Check Victoria



3. Completing the Form

Important information for application

- Read through the important information under the heading **Now we are ready to start entering your details.....**
- If you have applied for a WWCC before, select **yes** and provide your previous card number, otherwise select **No**.
- Select to apply for a volunteer check
- Click **next**

Your Details

- Fill out your personal details
- Click Next

Contact Details

- Fill out your contact details
- Click Next



Organisation Details

- Respond to the questions with the following answers:

Do you know which specific organisation(s) you work for	Yes	Yes	Yes
Organisation name	Anglican Diocese of Melbourne – *[insert your parish name here]	Kooyoora	Parish of XXXX
Postal number and street	209 Flinders Lane	PO Box 329	Parish address
Postal Address Line 2	-		
Suburb	MELBOURNE	CANTERBURY	
State	VICTORIA	VIC	Vic
Postcode	3000	3126	
Phone	03 9653 4220	03 9416 1008	Parish phone
Occupational work code	64 – Religious organisation	64- Religious organisation	64- Religious organisation

Review your details

- Review your application and edit any information if necessary

Please note when putting down your Organisation name please also add your Parish **e.g. Anglican Diocese of Melbourne – *St John’s, Armadale**. If there are not enough characters to include the parish name use ADOM – then parish name.

Consent and declaration

- Carefully read through the points list
- To proceed with the application, **Check the box** at the bottom of the page
- Select **Sign and Submit**

4. Lodging your application



After filling in the online form, print it off and finalise your application at a participating Australia Post retail outlet, by presenting your application summary, proof of identity documents and a passport quality photo
(this photo can be obtained at most post offices – please check if your local post office provides this service)

5. Important information

- There are no fees for a volunteer working with Children Check.
- You will receive a Working with Children Card in the mail.
- A copy of your Working with Children Check will be sent directly to the Diocese and kept on file. The Diocese will forward a copy of your WWC to the Kooyoora Office of Professional Standards in support of your application for a clearance for service. You are not required to forward a copy to the Diocese.
- Any disclosures will be handled independently through the Kooyoora Office of Professional Standards.
- Workings with Children Checks are required to be renewed on expiry.
- Both your clearance and any licence or permission to officiate you may receive from the Archbishop remains current **only so long** as you have a Working with Children Card.

To renew your Check

Click on the Blue button

Renew my Check



- Register for access to MyCheck, then login and select 'Renew my Check'.
- If you already have access to MyCheck login to renew your details

If you have forgotten your login email, follow the prompts 'Forgotten registered email'

About the Check

Applications

Cardholders

Resources

Home > MyCheck > Forgotten registered email

Forgotten registered email

Once you have your email address your MyCheck account was set up with, you can follow the prompts for 'Forgotten password' and your password will be sent to your email address that you are registered with for MyCheck



- About the Check
- Applications
- Cardholders
- Resources

Home > MyCheck > Forgotten password

Forgotten password

Please enter the email address you used to register for a MyCheck account. A temporary password will be emailed to you. If you have not previously registered for a MyCheck account you **cannot** reset a password. If you have registered, but cannot recall the e-mail address you used to register, go to [Forgotten email address?](#)

Email

Reset password [Cancel](#)

- The online form will tell you if you need to upload a new photo. If required, your digital photo must meet the requirements listed below.



To upload your new photo

- To upload photo on Working with children site the Photo needs to be a Jpeg file and the file name saved as e.g. Smith John [with no comers or hyperlinks]
- To Submit your photo, you can take a Photo from your Phone but only show your head and shoulders.
- Confirm or update your personal details, contact details and organisation details.
- If applying for an Employee Check, pay the non-refundable fee by credit card.
- Volunteer Checks are free.



Enquiries:

Marcella Meagher	Karen Billings
Administrative Officer	Administrative Officer
Kooyoora Office of Professional Standards	Anglican Diocese of Melbourne
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