

new the working with children check

FACT SHEET 16

September 2013

How do I apply?

STEP 1: Fill in an online application form

- Go to www.newcheck.kids.nsw.gov.au and fill in the online application form. If you do not have access to the internet, please call (02) 9286 7219 for assistance.
- **Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents.** If you have submitted the form with a mistake, please redo the form to avoid problems with the proof of identity requirement at step two.
- **Ensure you select the correct category: paid or volunteer worker.** The \$80 fee for paid workers is not refundable if you are a volunteer and you choose 'paid worker' by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.

Need help? [Watch the online tutorial](#), available from *Seminars and events* at www.kids.nsw.gov.au.

STEP 2: Present proof of your identity

- Go to a [NSW motor registry](#) or NSW Council Agency that offers RMS services.
- **You will need your application number and [proof of your identity](#)** (same as for a NSW driver's licence). You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance. See [FACT SHEET: Fee information](#).

PLEASE NOTE! Before you go to a NSW motor registry or Council Agency:

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW motor registry or NSW Council Agency that offers RMS services.

Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also [FACT SHEET: When will I receive my results?](#) If you have not received your results within **four weeks**, please email your details and application number to newcheck@kids.nsw.gov.au.

Find a NSW motor registry

There are [126 motor registries in NSW](#). To find the one nearest you, go to www.rta.nsw.gov.au and click *Find a motor registry* in the list of quick links.

For more information, please refer to the fact sheets available from the [fact sheets and resources](#) page of www.newcheck.kids.nsw.gov.au.

If you have a question, please email newcheck@kids.nsw.gov.au.

