



## PROCEDURE FOR APPLYING FOR A WORKING WITH CHILDREN CHECK

**Please note there is no cost to you of obtaining this Check as a Volunteer.**

Working with Children Checks are applied for online.

The process has to be commenced by us and in order to do so, we will require the following information:-

- Full Name
- Email Address
- Date of Birth

Once the application is initiated by us, you will receive an email from us to let you know and an email from the Department of Human Services with details of how you can complete your part of the application.

You will need to create a login to do this.

When you get to the question of '*Verify Identity Documents*' – please select '*Verify Documents Online*'.

If you are under the age of 18, however, you will be asked to '*Print and Seek Verification*' which requires signatures from parents/guardians and your 100 points of identification will need to be presented to us.

Once your application is approved you will receive an email from the Department of Human Services and we will receive one also.

In the email you will be provided with a Unique ID number, which you can then quote when doing any other volunteer work with children in any other capacity.

**The Working with Children Check is valid for 5 years.**

If you have any questions or queries you can contact:-

Mile End Campus - Sandra De Rosa on 8405 0900

Paralowie Campus - Margie Murphy on 8256 9600