

This form is to be completed by organisations seeking to create a link with an applicant/cardholder.

Do not use this form to link a business operator to your organisation.

This form cannot be processed if the organisation representative in section 2 and the person being linked in section 3 are the same person.

1. Organisation details

Name of organisation

Organisation ID number (if known)

Physical location

Postal address (if different to physical location)

Suburb

State

Postcode

ABN/ACN (optional)

Telephone

Email (generic organisation email address) (optional)

Website (optional)

2. Contact person details for the organisation

Contact person's name

Contact person's position

Postal address (if different to above)

Suburb

State

Postcode

Telephone (if different to above)

Email

3. Details of the person you are linking

First name

Middle name

Last name

Date of birth

Account number or blue card number (required)

4. Child-related activity details

Is the person a:

☐

Paid employee

☐

Volunteer

☐

Student

Type of child-related activity:

Information about categories and if any exemptions apply is available at www.qld.gov.au/bluecardrequired.

☐

Beauty or talent programs

☐

Child accommodation services
(e.g. home stays, shelters or overnight camps)

☐

Churches, clubs and associations

☐

Disability work

☐

Education and care services (e.g. child care centre, long day care, family day care, outside school hours care, kindergarten)*

☐

Education programs conducted outside school (only flexible arrangements under the *Education (General Provisions) Act 2006*)

☐

Emergency services cadet program

☐

Entertainment or party services

☐

Family day care*

☐

Educator

☐

Paid assistant

☐

Adult occupant

Address where family day care is being provided:

☐

Health, counselling and support services

☐

Justice and detention services

☐

Licensed care services

☐

Non-state Schools/independent schools (other than registered teachers)*

☐

Other child care services (e.g. au pair, babysitter, nanny, creche, or adjunct care providers)

☐

Photography services

☐

Private teaching, coaching or tutoring

☐

QLD State Schools (other than registered teachers)*

☐

Religious representatives

☐

Residential facilities

☐

School boarding facilities

☐

School crossing supervisors

☐

Schools – volunteers and employees other than teachers

☐

Sport, active recreation, gyms and play facilities

☐

Stand-alone care – adult resident

Address where stand-alone care is being provided:

* If you apply under this category, information about your blue card status may be provided to certain regulatory, supervisory or governing bodies.

5. Declaration of organisation representative

I declare:

- I am an authorised representative for my organisation to perform the task of linking an applicant/cardholder to my organisation;
- I have taken reasonable steps to verify the applicant/cardholder's identity;
- the applicant/cardholder is aware a link will be initiated by my organisation;
- the applicant/cardholder is proposing to commence or continue in regulated employment with my organisation;
- I understand that by submitting this form, personal details and blue card outcome information for the applicant/cardholder will be available in my organisation's portal account (if applicable);
- my organisation is entitled to have access to the applicant/cardholder's personal information and blue card outcome for the purposes of managing blue card obligations;
- I will handle personal information appropriately and will not disclose personal information where I am not authorised, or it is not appropriate to do so;
- I understand that it is an offence to employ, or continue to employ a person who does not hold a blue card in regulated employment (unless an exception applies or the person is a registered teacher or police officer who has applied for or holds an exemption card);
- I understand that it is an offence to employ, or continue to employ a **disqualified person*** or **negative notice* holder** in regulated employment and that my organisation cannot employ a **restricted person^s** to work with children, even if an exemption applies to their role (see page 3);
- I understand that Queensland Worker Screening Services may send my organisation information by post, email, or SMS for the purpose of giving a notice required by the Act;
- the information I have provided is true and correct; and
- I understand that it is an offence to provide a false or misleading statement or document.

Organisation representative's signature

Name

Position

Typed names will not be accepted as a signature

Date of signature

Next step

Forms may be lodged by one of the following methods:

 **Scan and upload**
www.qld.gov.au/bluecard

 **In person**
53 Albert Street, Brisbane QLD 4000

 **By post**
PO Box 12671, Brisbane George Street QLD 4003

Important information

*Disqualified person

A disqualified person is someone who:

- has been convicted[†] of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage partners), child exploitation offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred);
- is the subject of:
 - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*;
 - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
 - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*;
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

[†]Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

For more information about the blue card system and your obligations go to www.qld.gov.au/bluecard.

‡Negative notice

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in assessable information.

A negative notice holder can only apply to cancel a negative notice if:

- three years have passed since the negative notice was issued or the decision confirmed on appeal;
- the negative notice was issued before 20 September 2025 and two years have passed; or
- other limited circumstances apply.

This can be done by completing the "*Application to Cancel a Negative Notice*" form. For more information about the blue card system and your obligations go to <http://www.qld.gov.au/bluecardeligibility>.

§Restricted person

Allowing a restricted person to engage in regulated or restricted employment is an offence and penalties may apply.

A restricted person is someone who:

- has been issued with a negative notice;
- has a suspended blue card;
- is a disqualified person;
- is the subject of an adverse interstate Working with Children Check decision that is in effect; or
- has been charged with a disqualifying offence which has not been finalised.

Restricted employment

Restricted employment refers to the situations or exemptions that ordinarily allow some people to work with children without holding a blue or exemption card. However, different rules apply to restricted persons, who are prohibited from relying on any of the following exemptions to work with children:

- a volunteer parent;
- a volunteer who is under 18;
- working in child regulated employment for no more than 7 days in a calendar year (paid or unpaid);
- a person with a disability and work in a place where they receive disability services or NDIS supports or services; or
- a secondary school student on work experience and carry out risk assessed NDIS work or disability services (even if supervised by a person with a blue card).

Blue Card Services, Department of Justice

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 www.qld.gov.au/bluecard