



# Volunteer foster/kinship carer or adult member blue/exemption card application

This form is to be completed by foster and kinship carers proposing to start or continue to work in child-related employment or adult members of a carer's household.

**Important notice:** If you are eligible to apply for a blue card (please see **disqualified person**<sup>\*</sup> and **negative notice holder**<sup>†</sup> definitions on page 5), continue to complete this application. If you are not eligible, **do not** complete this form. Disqualified persons must complete an *Eligibility Declaration* and negative notice holders must complete the *Application to Cancel a Negative Notice* if two years have passed since the negative notice was issued.

All fields marked with ▲ **MUST** be completed or your application can not be processed.

## ▲ 1. Application type

Please indicate the type of card you are applying for:

☐

Blue Card

☐

Exemption Card if you are a Queensland:

☐

Registered teacher; or

☐

Police officer

Record teacher registration or Police ID number:

Please indicate if you are a:

### Foster care

☐

Carer

☐

Adult member

### Kinship care

☐

Carer

☐

Adult member

Address where care is being provided

Suburb

State

Postcode

### Organisation details:

Central Screening Unit (CSU) - Org ID145288

Department of Families, Seniors, Disability Services and Child Safety

GPO Box 13126

Brisbane QLD 4003

## ▲ 2. Central Screening Unit (to be completed by the CSU)

**Note:** This information enables certain notifications to be provided to the Chief Executive, Families, Seniors, Disability Services and Child Safety.

Please indicate whether the applicant is:

☐

a provisionally approved carer or adult member of a provisionally approved carer's household

☐

an adult member of an approved carer's household

☐

a new adult member of a household for which an application to be an approved carer is in process

☐

none of the above

**This application will only be processed if certified  
and signed by the Central Screening Unit**

File reference number

CSU officer number

CSU officer signature

Date of signature

### OFFICIAL USE ONLY

### 3. Declaration of department representative

I declare:

- I am authorised by my department to perform the task of linking an applicant/cardholder to my department;
- I have taken reasonable steps to verify the applicant/cardholder's identity;
- the applicant/cardholder is aware a link will be initiated by my department;
- the applicant/cardholder is proposing to commence or continue in regulated employment with my department;
- I understand that by submitting this link, personal details and blue card outcome information for the applicant/cardholder will be available in my department's portal account (if applicable);
- my department 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** to work with children, even if an exception applies to their role (see page 5);
- 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.

Signature of department representative

Date of signature

### 4. Proof of identity

To support your application, you **must** provide a copy of an identification document (ID) or Customer Reference Number (CRN) confirmation letter issued by the Queensland Department of Transport and Main Roads (TMR).

The copy of your ID (front and back) or CRN confirmation letter (provided by TMR) must be certified by a **Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer**. **If you do not attach a certified copy of the full document, it will delay your application.**

Examples of ID issued by TMR in Queensland include:

- Driver licence
- Motorcycle licence
- Proof of age card (18+ card)
- Marine licence
- Photo identification card

#### What if you have never held one of the above products or your photo is too close to expiry?

You will need to visit a TMR customer service centre to have your photo taken and obtain a CRN confirmation letter. You will not have to pay for this. Please call 13 23 80 to locate your closest service centre. NOTE: Your TMR photo must be valid for a minimum 3 years and 1 month.

Mobile customer service units also operate in rural or remote communities. Alternatively, call 07 3211 6999 or 1800 113 611 for a remote pack.

#### Queensland Transport and Main Roads ID or CRN details:

Licence number or CRN (certified copy of the full document must be attached):

### 5. Personal details

Previous blue/exemption card number (if applicable):         /

▲ Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other

#### ▲ Full legal name

First name

Middle name

Last name

No middle name (please tick) ☐

#### Gender

☐ Male ☐ Female ☐ Non-binary ☐ Prefer not to state

#### ▲ Date of birth

### ▲ Place of birth

Town/City

State/Territory

Country

### Cultural identity (if applicable)

- ☐ An Aboriginal person    ☐ A Torres Strait Islander person    ☐ An Aboriginal and Torres Strait Islander person  
☐ Prefer not to state    ☐ Do not identify

### Current or former professional roles (if applicable)

- ☐ Foster or kinship carer    ☐ Health practitioner  
☐ Operator/supervisor/carers of a child care or education service    ☐ Teacher

Do you require an interpreter? ☐ Yes ☐ No

Preferred language

### ▲ Previous names or other names (if applicable)

It does not matter how long ago you used the name or for how long the name was used. For example:

- birth name
- married name
- change by certificate
- changed order of name
- name before marriage
- alias
- adoption
- name used on legal document

First name

Middle name

Last name

If you require more space, please tick this box ☐ and attach a separate list.

## ▲ 6. Contact details

### Current postal address (within Australia)

Suburb

State

Postcode

### Current residential address (if different from above)

Suburb

State

Postcode

Telephone (daytime)

Email

Telephone (mobile)

## 7. Declaration

I declare that:

- I have read the information on page 5 and I am not disqualified from applying for an exemption card\*;
- I have read the information on page 5 and I do not hold a negative notice<sup>†</sup>;
- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past;
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information;
- I consent to information from any police, court, tribunal, prosecuting authority, criminal intelligence agency, other Australian agencies who undertake screening for individuals who work or propose to provide services to children or vulnerable people or other authorised agency being obtained and for these agencies to disclose any information for the purposes of assessing my eligibility to work with children and ongoing checks while my application/working with children clearance remains current;
- I understand that the information obtained includes but is not limited to details of convictions<sup>‡</sup> and pending or non-conviction<sup>§</sup> charges or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I understand that the information obtained may also include disciplinary information from certain bodies, domestic violence information, adverse decisions made by other Australian Working with Children Check agencies and other information obtained under the *Working with Children (Risk Management and Screening) Act 2000*;
- I have read and understand the contents of this form;
- I understand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or my child-related employment ends; and
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes<sup>‡</sup>.

Signature of applicant/cardholder

Date of signature

## Next step

Applications may be lodged by one of the following methods:

### @ By email

cscs\_csu\_process@communities.qld.gov.au

### ✉ By post

Central Screening Unit  
PO Box 13126, George Street, Brisbane QLD 4003

## Important information

You can withdraw your consent to screening at any time before a decision is made.

## Information for teachers and police officers

A registered teacher means a person registered as a teacher under the *Education (Queensland College of Teachers) Act 2005*. A police officer means a person engaged by the Queensland Police Service as a police officer under the *Police Service Administration Act 1990*. After you have submitted an application for an exemption card, your application details will be forwarded to the Queensland College of Teachers (QCT) or the Queensland Police Service (QPS), where appropriate. Confirmation of your status as a registered teacher or police officer will be sought from the relevant agency and whether there is a need to undertake further employment screening in relation to your application. If we are advised that further employment screening is required, a check of your police and disciplinary information will be undertaken and assessed to determine your eligibility to hold a working with children exemption. This may involve accessing information from other agencies.

**Registered teachers:** The QCT may only advise that there is a need to undertake further employment screening where the QCT is aware of police information in relation to you.

**Police officers:** The QPS may only advise that there is a need to undertake further employment screening where the QPS is aware that you have been charged with an offence and the charge has not been finally dealt with.

## Important information

You can withdraw your consent to screening at any time before a decision is made.

### \*Disqualified person

**It is an offence for a disqualified person to make a blue card application.**

A disqualified person is someone who:

- has been convicted<sup>‡</sup> 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); or
- is the subject of:
  - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
  - 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*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

<sup>‡</sup> 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.

<sup>§</sup> Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi; a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

### †Negative notice

**It is an offence for a negative notice holder to make a blue card application.**

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 police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. 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 [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

## Police information

A change in police information includes:

- any charge or conviction for an offence (conviction 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);
- the existence of police investigative information relating to allegations of serious child-related sexual offences, even if no charges were laid;
- where the person is the subject of an application for a disqualification order (which is an order that prohibits a person from holding or applying for a blue/exemption card);
- where the person is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or a disqualification order; or a sexual offender order.

### Restricted person

**It is an offence to employ, or continue to employ, a restricted person in restricted employment.**

A restricted person is someone who:

- has been issued with a negative notice, or
- has a suspended blue card, or
- is a disqualified person, or
- 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

There are some exemptions which allow a person to work with children without a blue card, such as:

- volunteer parents,
- volunteers under the age of 18 years, or
- paid or unpaid staff who work in child-related employment for less than 7 days in a calendar year.

Restricted employment refers to the ability to rely on such exemptions to work without a blue card.

## Privacy notice

The Department of Justice (DOJ) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act).

Your personal information is being collected for the purpose of verifying your identity, processing and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

DOJ will disclose your personal information to organisations you work for, or expect to work for, or provide services to, including information about whether you have a current application for or hold a current blue/exemption card, the outcome of this application which may include its withdrawal or negative notice and if your blue/exemption card is subsequently suspended or cancelled.

DOJ will also disclose your personal information to courts, tribunals, prosecuting authorities, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), and their card producer, to produce your blue/exemption card, DOJ's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DOJ to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DOJ online services from outside Australia, where a service provider who provides services to DOJ has servers located outside Australia and in exceptional circumstances for card production purposes. Some email service providers store emails outside Australia. If yours does, then emails sent to you by DOJ will be stored outside Australia.

DOJ publishes confirmation about whether your blue card is valid.

DOJ may use electronic communication to provide information and to collect information for research purposes.

DOJ manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.

## Human Rights

Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.