

How do I apply?

PLEASE DO NOT APPLY BEFORE 1 APRIL 2014 UNLESS:

- a) you are starting a new paid job in child-related work OR
- b) you are currently employed or you volunteer in one of the following industry sectors:
- child protection
 - disability services
 - justice services
 - religious services (work as a minister, priest, rabbi, mufti or similar religious leader or spiritual officer of the organisation)
 - youth workers
 - authorised carers (foster carers and other authorised carers of children in statutory and supported out-of-home care)
 - adult household members of:
 - an authorised carer
 - a family day care service provider
 - a home-based education and care service provider

If you do not fit into either **a)** OR **b)** please defer your application until your allotted phase in date. See [FACT SHEET: Phase in schedule](#).

If you are applying from overseas or interstate, please see [FACT SHEET: Overseas applicants](#) or [FACT SHEET: Interstate applicants](#)

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.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or Government Access Centre. See [FACT SHEET Interstate or incapacitated authorised carers or householders: Identity verification options](#)

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

Locations of NSW Roads and Maritime Services (motor registries), Service NSW centres and Government Access Centres can be found at www.service.nsw.gov.au

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.