



Adult resident/occupant blue card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by adult residents/occupants proposing to start or continue to reside in a home where stand alone/family day care is being provided.

Important Notice

If you are eligible to apply for a blue card (please see **disqualified person**[#] and **negative notice holder**[~] definition 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.

Part A – Care type and location

1 Please indicate the relevant care type:

- ☐ Stand alone care (complete parts B, D, E, F and G)
- ☐ Family day care (complete parts C, D, E, F and H)

2 Address where care is being provided:

 Postcode

Part B – Stand alone carer details

1 Name of stand alone care provider

2 Organisation ID number (if known)

3 Postal address

 Postcode

4 Telephone

5 Email

Note: The Department of Education will be advised where an application is withdrawn, a negative notice is issued or a blue card is suspended or cancelled.

Part C – Family day care service details

1 Name of family day care service

2 Organisation ID number (if known)

3 Name of the contact person or their representative

4 Additional authorised telephone contact/s

5 Postal address of family day care service

 Postcode

6 Telephone

7 Email

Part D – Exemption status

Please indicate if you are a Queensland:

- ☐ Registered teacher; or
- ☐ Police officer

Record teacher registration/police identification number

OFFICIAL USE ONLY

 Initials:


Part E – Applicant's details (to be completed by the applicant)

1 Title Mr ☐ Mrs ☐ Miss ☐ Ms ☐
Other

2 Full legal name
Family name
First name
Middle name
No middle name (please tick) ☐

3 Do you have a previous name, or have you been known by any other name?

Yes ☐ (record details below) No ☐

It does not matter how long ago you used the name or how long the name was used for e.g.

- birth name • name before marriage • married name
- alias • change by certificate • adoption
- changed order of name

Family name
First name
Middle name

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

4 Gender

5 Date of birth

6 Place of birth
Town/City
State/Territory
Country

7 Current postal address (within Australia)

Postcode

8 Current residential address (if different to above)

Postcode

9 Telephone number
Daytime
Mobile

10 Email

11 Do you identify as? (if applicable)
☐ Aboriginal ☐ Torres Strait Islander
☐ Aboriginal and Torres Strait Islander
☐ Prefer not to state

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

13 Are you, or have you ever been a: (please tick)

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

14 Applicant's declaration

I declare that:

- I have read the information on page 5 and I am not disqualified from applying for a blue card#;
- I have read the information on page 5 and I do not hold a negative notice~;
- I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
- the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/blue card remains current;
- I understand that the information obtained includes but is not limited to details of convictions^ and pending or non-conviction 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 am proposing to start or continue in regulated employment and am not entitled to an exemption; and
- I understand and will comply with my blue card obligations including that I must notify Blue Card Services within 14 days if I change my name, contact details, or my child-related employment ends.

Sign inside the box.

Please do not touch or go outside the lines.

Date of signature

Part F – Proof of identity

Stand Alone Adult Occupants - A prescribed person (Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer) is responsible for sighting the adult occupant's identification.

Family Day Care Adult Residents - The approved provider (or their representative) is responsible for sighting the applicant's identification.

Two current, original identification documents from the applicant which collectively show the **applicant's full name, date of birth and signature** must be checked. The applicant's details on their identification documents must match the details provided in Part E.

One of the following combinations must be used: **EITHER**

List 1 + List 1 (one must show a signature)

OR

List 1 + List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a '*Request to consider alternative identification*' form.

If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit a '*Confirmation of identity*' form (Family Day Care Adult Residents only).

Please indicate which identification documents have been sighted by placing a ☒ in the box.

LIST 1

SIGNATURE DOCUMENT

☐ Driver licence/learner permit/proof of age/photo identification card

Licence/reference No:

Issued in the state of:

☐ Australian Passport (current or expired in the last 2 years)

NON-SIGNATURE DOCUMENT

☐ Birth certificate (or extract)

☐ Proof of Australian citizenship or permanent residency

☐ Overseas Passport (current)

Country of issue:

LIST 2

SIGNATURE DOCUMENT

☐ Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/any other current financial entitlement card issued by Department of Human Services.

☐ Credit card or bank card (*do not attach copy*)

☐ Positive Notice Blue or Exemption card

☐ Student identification card issued by an education institution (with photo and signature)

☐ Queensland Gaming Machine Licence

NON-SIGNATURE DOCUMENT

☐ Medicare card

☐ Queensland crowd controller/private investigator/security officer licence

☐ Passbook or account statement issued by a financial institution dated in the last 6 months

☐ Australian taxation assessment notice dated in the last 6 months

☐ Queensland Licence issued under the *Weapons Act 1990*

If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).

Part G – Declaration by prescribed person (Stand Alone Adult Occupants)

I declare that:

- I have checked the details provided in this form and confirm they match those on the identification documents sighted; and
- I understand that it is an offence to provide a false or misleading statement or document.

I am a:

- ☐ Justice of the Peace
☐ Commissioner for Declarations
☐ Lawyer
☐ Police Officer

Signature of prescribed person

Name of prescribed person

Date of signature

D D

M M

Y Y Y Y

Stamp and Registration
No. (if applicable)

Applicant's name

Part H – Declaration by approved provider (Family Day Care Adult Residents)

IMPORTANT NOTE: This section must be completed by the organisation's representative irrespective of whether or not the organisation can sight the identification documents.

I declare that:

- the details provided in this form are true and correct;
- I understand that it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 5)[#]; and
- I have either:
 - checked the details provided in this form and confirmed they match those on the identification documents sighted; or
 - delegated this responsibility to a prescribed person and have attached the 'Confirmation of identity' form.

Note: It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature of representative

Date of signature

D	D

M	M

Y	Y	Y	Y

Name of representative

Position of representative

Privacy Notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000 (WWC Act)*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to 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, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. Authorised users of the home-based care register, kept pursuant to the *WWC Act*, may also have access to your personal information. DJAG manages your personal information in accordance with the *WWC Act* and the *Information Privacy Act 2009*.

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 sign a blue card application form.

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 boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography 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*.

*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.

[^]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.

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.bluecard.qld.gov.au or by contacting Blue Card Services on 3211 6999 or 1800 113 611.

~Negative Notice

It is an offence for a negative notice holder to sign a blue card application form.

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.bluecard.qld.gov.au.


Blue Card Services, Department of Justice and Attorney-General


 Scan and upload at www.bluecard.qld.gov.au/uploadform

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

 www.bluecard.qld.gov.au