

Working with Children Check Procedure

- We are required to receive Working with Children Clearances for **ALL** household members aged 18 years and over.
- If you cannot access the online system, call a Customer Support Officer on (02) 8219 3777 for assistance with your application.

STEP 1: Fill in an application form online

- Go to <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check>
- Select Apply for Your Check
- Complete all personal details as required.
- Make sure your name is entered exactly as it appears on your proof of identity.
- The **Guardian** must be registered as a **“paid employee”**.
 - Additional adults can register as volunteers.
- The child related sector you are applying for is **“Residential Services”**.
- Please see image below for assistance:

Personal details

Title *
--- Please select ---

First given name *
OR
 No first given name

Other given names *
OR
 No other given names

Family name *

Gender *
 Female Male Unknown / other
A minimum of 1 contact number is required

Home / private phone (Include area code)

Business phone (Include area code)

Mobile

Email address

State / Territory: *
--- Please select ---

Country *
Australia

Purpose for check *

Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child-related sector *
Residential services

Confirm identity

Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity.

Australian Driver/Rider Licence, current or expired within the last 2 years

Licence Number

State --- Please select ---

Main Guardian

Others 18 and over

All Applicants

- Once you have submitted the form, you will receive an application number that looks like this: APP1234567

STEP 2: Present proof of your identity

- Go to a Service NSW Centre or Motor Registry in person with:
 - your application number AND
 - proof of your identity <https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check/applicant/proof-of-identity/proof-of-identity-what-you-will-need>

o you must have **BOTH** of these items for your application to proceed.

STEP 3: Provide Oz Homestay with your Full Name, Date of Birth and Application Number

- You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address).
- Most applications will be processed within 48 hours, but they can take up to 6 weeks.

HANDY HINTS!

Before you go to a Service NSW Centre or Motor Registry:

- **Name must be exact as per the drivers licence or other identification.** If there is something even slightly different, they will not accept your application and you will need to start the whole process again.
- **You MUST take your application number with you.** Customer Service Operators cannot look it up on their system. If you do not have your application number, you cannot proceed with your proof of identity requirement.
- **You cannot submit proof of identity for someone else.** Each person must appear in person to show their proof of identity.
- **Proof of identity cannot be performed outside of NSW.** It MUST be completed at a Service NSW Centre or Motor Registry
- **Check the opening hours before you go.**