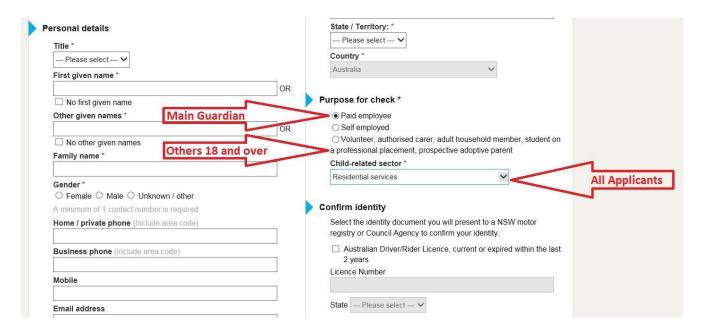
Working with Children Check Procedure

- We are required to receive Working with Children Clearances for <u>ALL</u> 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 <u>Guardian</u> must be registered as a "paid employee".
 - o Additional adults can register as volunteers.
- The child related sector you are applying for is "Residential Services".
- Please see image below for assistance:



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 <u>Service NSW Centre</u> or <u>Motor Registry</u> in person with:

o your application number AND

o proof of your identity https://www.ocg.nsw.gov.au/child-safe-organisations/working-with-children-check/applicant/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.