

### HOLD A CURRENT WORKING WITH CHILDREN CHECK

Please let us know if you already have a TAS Working with Children Check. Please bring a copy of your check or application number to your interview.

### YOUR OBLIGATIONS

You must show your card to every organisation that engages you in **child-related work** and you must inform them if your details change.

You must to let the Department of Justice know within ten (10) working days if your name, address, employment or volunteering details have changed. You can change most of your details through the My Registration webpage <https://wwcforms.justice.tas.gov.au/MyLicence>

#### Change to criminal history

If your criminal history has changed since you were first registered, you must let The Department of Justice know within ten (10) working days of being charged, convicted of, or found guilty of a relevant offence. A relevant offence is outlined in Section 3 of the *Registration to Work with Vulnerable People Act 2013*.

You also need to advise if any of the below details have changed since you first applied:

- overseas offence details
- family violence order details
- restraint orders / apprehended violence order details
- child protection orders (that you have been involved in)

### RENEW OR EXPIRED CARD

If you have an existing Working with Children Check that is expiring soon, you can use the following website to renew your check online

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/registrations/work-with-vulnerable-people/renew>

Your check can be renewed up to 1 months prior to its expiry. This will ensures you have an ongoing valid child protection check to continue your volunteering!

You may need to provide a new photo that is less than 12 months old when renewing your check.

### APPLYING FOR A NEW CHECK

**1. Apply for a new check:** Complete this form

<https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/applications/apply>

– it can be completed online prior to attending an interview

**2. Verification and Submission:** Go to your local **Service Tasmania** office taking with you both the printed application your proof of identity. Until you have completed this step, your check has not been lodged.

Find a location at [www.service.tas.gov.au/about/shops/](http://www.service.tas.gov.au/about/shops/).

**3. Add The Smith Family as an Organisation:** your details through the My Registration

<https://wwcforms.justice.tas.gov.au/MyLicence>

### ADDING THE SMITH FAMILY AS AN ORGANISATION YOU ARE VOLUNTEERING WITH

To add The Smith Family as the organisation you are volunteering with, simply select the following when completing your application or renewal, or by logging back into the My Registration <https://wwcforms.justice.tas.gov.au/MyLicence>

- Under **Organisation details** please select: **The Smith Family**
- Under **Type of Application** select: **Volunteering, Child related Activity, Club or Association Activity** – if you are considering volunteering in different areas select multiple activities, as required.