

### HOLD A CURRENT WORKING WITH VULNERABLE PEOPLE REGISTRATION

Please let us know if you already have an ACT Working with Vulnerable People (WWVP) Card or are currently applying. Please bring a copy of your card or application number to your interview.

### YOUR OBLIGATIONS

You must

- not provide false or misleading information or produce a false or misleading document
- not engage in regulated activity for which you do not hold a current registration
- not continue to engage in regulated activity if issued with a negative notice
- produce your registration card when asked to by a police officer; or a person authorised by the commissioner
- notify of a change of name or address to the commissioner in writing within 10 working days after the date of the change
- disclose a charge, conviction or finding of guilt for relevant offence in writing to the commissioner within 10 working days after the day of the charge, conviction or finding of guilt
- return registration card to the commissioner as soon as practicable, but within 10 working days, after the day a suspension or cancellation takes effect.

### RENEW OR EXPIRED CARD

It is vital that you renew through the online process prior to the WWVP expiry date. Renewal reminders are issued to people with a valid email address at least 7 weeks prior to the expiry of the registration. Other applicants will receive a renewal reminder via post within the same timeframe.

As soon as you receive your renewal, use the **Letter ID** found on your renewal provided to make an [online renewal application](#). It is important to keep your contact details up to date to ensure that the renewal is sent to the correct address.

The renewal process, which includes a criminal history process, takes up to 20 business days.

Should your WWVP registration expire, processing must occur as a 'new application'. Processing a new application generally takes longer than a renewal.

### APPLYING FOR A NEW CHECK

1. Complete a WWVP application online: [www.myaccount.act.gov.au/WWVPNDIS/s/wwwvp-ndis-new-application-v2](http://www.myaccount.act.gov.au/WWVPNDIS/s/wwwvp-ndis-new-application-v2)
2. When completing the application, Under **Regulated Activity Employer/Organisation** please use the following details
  - **Name:** The Smith Family
  - **Address:** GPO Box 10500
  - **Suburb:** Sydney
  - **State:** NSW
  - **Post code:** 2000
  - **Position/role:** *the role title of the role you are applying for*
  - **Contact Person:** Laura Ewen
  - **Phone (work):** 1300 397 730
  - **Email address:** VCU.Manager@thesmithfamily.com.au

Under **Data Collection** please use the following details:

- **What regulated activity do you intend to engage in?** = Clubs, Associations and Movements (*however, if you are considering volunteering in different areas we recommend selecting multiple categories*)
3. Attend an Access Canberra Service Centre:  
<https://www.accesscanberra.act.gov.au/s/article/access-canberra-services-locations-and-opening-hours-tab-locations>  
located at Belconnen, Gungahlin, Tuggeranong or Woden to provide proof of your identity and have your photo taken.
  4. Receive your WWVP registration card by post after Access Canberra has assessed your application.