
Working With Children Check Application

If you are attending SummerSalt Rye, SummerSalt Fremantle, SummerSalt Central Coast, or if you are going on a Global Mission and you are currently living in VIC, NSW or WA, you will need to have your valid Working With Children Check (WWCC) card for the duration of your mission. If you do not have a valid WWCC card or your WWCC card will expire before the end date of your mission, please carefully read and follow the instructions below to apply for or renew a **Volunteer WWCC card** (Volunteer WWCC are free so you should not have to pay for this application).

You will be unable to attend the mission you have applied for if your WWCC application has not been reviewed and accepted by the start of Mission. Any support raising that you have done, will not be refunded.

Applying For A WWCC - Victoria

If you are applying to SummerSalt Rye or you are going on a Global Mission and currently live in Victoria, you will need to renew or apply for a Victoria WWCC. Please ensure you are applying for a **Volunteer WWCC**, not a paid employee WWCC.

Renew Your WWCC:

To renew your Victorian WWCC, please follow the following the instructions at the following link: [Renew Your Working With Children Check](#)

Apply For WWCC:

To apply for a WWCC in Victoria, please fill in the following online application: [New Working With Children Check](#)

You will likely be asked for the following documents to verify your identity. Please have these handy as you fill in your application.

You'll need at least one of these:

- Australian passport that has not expired for more than 3 years
- Australian birth certificate that is not handwritten
- Foreign passport linked to a valid Australian visa
- Valid ImmiCard
- Australian citizenship certificate

And at least one of these:

- Australian driver licence
- Australian driver learner permit
- Medicare card

We recommend you use your passport and driver licence.

If the names on your documents don't match, you must also prove any name changes. For example with a:

- Australian marriage certificate, or
- Change of name certificate

The process will take 3-12 weeks, so please apply for your WWCC card ASAP.

Once you have been issued with your WWCC (this may be through an email with your WWCC number and expiry date listed), please email your card number and expiry date to your Mission Team Leader/s.

[Applying For A WWCC - NSW](#)

If you are applying to participate in SummerSalt Central Coast or you are going on a Global Mission and currently live in NSW, you will need to renew or apply for a New South Wales WWCC. Please ensure you are applying for a **Volunteer WWCC**, not a paid employee WWCC.

Renew Your WWCC:

To renew your NSW WWCC, please follow the following the instructions at the following link: [Renew Your Working With Children Check](#)

Apply For WWCC:

To apply for a WWCC in New South Wales, please fill in the following online application: [New Working With Children Check](#)

The process will take 3-12 weeks, so please apply for your WWCC card ASAP.

You must provide 4 identification documents:

- one commencement of identity document
 - Full Australian birth certificate (not an extract or birth card)
 - Current Australian passport (not expired)
 - Australian Visa current at the time of entry to Australia as a resident or tourist*
 - Current ImmiCard issued by Department of Home Affairs (previously the Department of Immigration and Border Protection) that enables the cardholder to prove their visa and/or migration status and enrol in services*
 - Current certificate of identity issued by Department of Foreign Affairs and Trade (DFAT) to refugees and non-Australian citizens for entry to Australia
 - Current document of identity issued by DFAT to Australian citizens or people who have the nationality of a Commonwealth country for travel purposes.
 - An Australian naturalisation or citizenship document (including Citizenship by Descent) issued by the Department of Immigration and Border Protection.
- one primary use in the community document
 - Current Australian driver licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed
 - Current passport issued by a country other than Australia supported by your current Australian visa document
 - Current proof of age or photo identity card issued by an Australian Government agency in the name of the applicant, with a signature and photo
 - Current shooters or firearms licence showing a signature and photo (not minor or junior permit or licence)
- 2 secondary use in community documents - Provide 2 of the below. One document must include family name and your first given name in full. These must be physical documents, digital documents cannot be accepted.
 - Current Medicare card
 - Current security guard or crowd control photo licence
 - Evidence of current right to an Australian government benefit (Centrelink or Veterans' Affairs). Card or interim letter are suitable evidence, statements will not be accepted.
 - Current consular photo identity card issued by DFAT
 - Current photo identity card issued by the Australian Defence Force
 - Current Police force ID card issued to an officer by a police force
 - Current Australian tertiary or secondary student photo identity document (if it does not have an expiry date and has only issue date, accepted up to 2 years from the date of issue)

- Academic transcript from an Australian university up to 12 months from date of issue
- Current credit or account card issued by a bank, building society, credit union, American Express or Diners Club International
- State or territory government rates assessment notice up to 12 months old
- Australian Utility bill showing the applicant's name and address up to 12 months old
- Bank statement or letter up to 12 months old, issued by a bank, building society, credit union, American Express or Diners Club International including the applicant's account number or account type, and financial institute letterhead or financial institute branch stamp.

When you apply for, or renew a NSW WWCC you are required to prove your identity.

There are 2 steps to prove your identity.

1. Complete the online application and enter the details of your identity documents. You will receive an email receipt with an application (APP) number and information about next steps.
2. Take all your identity documents to a Service NSW service centre to have your identity verified and pay your fee (if applicable). Make sure that:
 - all documents in the same name (if not, a change of name or marriage certificate will be required)
 - documents must be the original document and must not be laminated
 - documents must be current and include at least one photo ID.

Once you have been issued with your WWCC (this may be through an email with your WWCC number and expiry date listed), please email your card number and expiry date to your Mission Team Leader/s.

[Applying For A WWCC - WA](#)

If you are applying to participate in SummerSalt Fremantle or you are going on a Global Mission and currently live in WA, you will need to renew or apply for a New South Wales WWCC. Please ensure you are applying for a **Volunteer WWCC**, not a paid employee WWCC.

Apply For WWCC:

To apply for a WWCC in WA, a **hard copy application** must be made the first time you apply for a WWC Check, or if you are renewing an expired card. WWC Check hardcopy application forms are available from authorised [Australia Post](#) outlets.

1. The application form must be signed by a Department representative. Depending on your role, this will be the principal of the school or the manager of the worksite where you will be working or volunteering - *This should be a campus missionary.*
2. Forms must be lodged at an authorised Australia Post outlet. You will need to provide 100 points of identification and pay the application fee. If you don't have sufficient identification you should contact the WWC Screening Unit to discuss alternative methods of applying.
3. Australia Post will give you a receipt when you lodge your application. This receipt is proof of your application and allows you to start working with children while your application is processed.
4. The WWC Screening Unit will then assess your application by reviewing your criminal history, and making a decision on whether to issue you with a WWC card or not. You will be contacted via mail with the outcome of their assessment – either a WWC Card or a Negative Notice.

You must provide a total of 100 points of **Australian or state-issued** documents to prove your identity online. Different types of identity documents are worth different points. You can use different combinations

of documents to make up your 100 points, but **you must include at least 1 primary document** as part of your 100 points.

Primary documents	Points
Australian visa	40
Birth certificate	50
Certificate of Australian citizenship	50
Driver licence	60
Passport	50
Secondary documents	Points
Change of name certificate	40
Marriage certificate	40
Medicare card	40

Renew Your WWCC:

If your WWCC card has not yet expired, you can renew it online through the [WWCC Screening Unit](#) online services webpage. If you want to renew a WWCC card that has expired, you will need to complete a new application.