

NSW Step-by-step WWCC

The Working With Children's Check (WWCC) is a **legal** requirement for anyone who works or volunteers in child-related work in NSW. It involves a National Police Check (criminal history record check) and a review of reportable workplace misconduct.

The outcome of a check is either a clearance to work with children or a bar against working with children. If cleared, your check will be valid for five years, however it will be continuously monitored for any new relevant offences or workplace records to ensure that the check remains current.

Au Pairs **must** apply as a paid employee in the first week of arriving, and there's a fee for the WWCC of \$80. You can apply online for the first section of your WWCC.

Before you start, please watch this step-by-step video:

<https://www.youtube.com/watch?v=HmfvQWrgMZk>

Step 1 – You **MUST** do this in your first week

Go to following website:

<https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>

And fill out this application form:

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>

NOTE: Please use the address of your Australian host family

Personal details

Title

Miss

First given name *

OR No first given name

Other given names *

OR No other given names

Family name *

Single name only

Gender *

Female Male Other

Contact details

Either a mobile phone number or an email address is required for notification purposes. At least one contact phone number is required.

Mobile phone (Australian only)

AUSTRALIAN NUMBER [STARTING 04]

Home / private phone (Include area code)

Business phone (Include area code)

Email address

YOUR EMAIL

Please confirm your email address

YOUR EMAIL

Current address

Street address *

HOST FAMILY

Suburb / Town *

State *

--- Please select ---

Postcode *

Birth details

Date of birth *

dd/mm/yyyy

Town *

HOME ADDRESS

Country *

Australia

State / Territory *

--- Please select ---

Purpose of check

Check purpose *

Paid employee

Self employed

Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child related sector *

Adult household member

Identity documentation

[Cannot meet identity requirements? Click here.](#)

Commencement of identity document *

Australian visa

Reference number

YOUR VISA NUMBER

Primary document *

Overseas passport

Reference number

YOUR PASSPORT NUMBER

Secondary document 1 *

Bank Statement

Reference number

AUSSIE BANK STATEMENT WITH NAME AND AUSSIE ADDRESS

Secondary document 2 *

Credit or account card

Reference number

WITH FULL NAME AND SIGNATURE

Step 2

After filling out the form, you will be asked to tick two boxes:

Application for a NSW Working With Children Check

Consent

I have fully completed this Form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me and is correct.

I acknowledge that the provision of false and misleading information is a serious offence under the WWC Act.

I acknowledge that the Office of the Children's Guardian is collecting information in this Form to provide to the Australian Criminal Intelligence Commission (ACIC), an Agency of the Commonwealth of Australia, and the Australian Police Agencies for the purposes of a National Police History Check.

Please check the box to confirm you have read and agree to the above declaration and acknowledge that the information you have provided can be used to assess your suitability to work with children.

I understand that if I am engaged in child-related work by the NSW government agencies of Education and Communities, Family and Community Services, Juvenile Justice or Health, the Office of the Children's Guardian may inform the agency that my National Police History Check obtained from the Australian Criminal Intelligence Commission (ACIC) did not disclose any criminal history information.

Please check the box to confirm you have read and agree to the above declaration.

I'm not a robot 

After submitting that, you will have finished the online application, and you will get a receipt which includes the application number (printed in bold starting with APP...)

New Application Receipt

Application Number: APP3274303

Please make a note of your Application Number. You will need it to complete your application.

Next steps

To complete your application you must attend either a [Service NSW Service Centre](#), a [NSW motor registry](#), or a [NSW Council Agency offering RMS services](#) to:

- verify your identity
- pay your application fee of **\$80** for an application type of **Employee**

You will need:

- your Working With Children Check application number **APP3274303**
- [proof of your identity](#)

We cannot process your application until you have fulfilled the requirement to prove your identity.

Your results

Please allow **FOUR WEEKS** from the date you complete the proof of identity requirement to receive your results. We regret that we are unable to provide any update on the progress of your application during this time.

If you are cleared, you will receive a notification from the Office of the Children's Guardian that includes your WWC number. Your employer only requires your WWC (or APP) number, surname and date of birth for online verification. It is not necessary to provide your employer with a copy of your notification of clearance. If you lose or forget your WWC number, please contact the Office of the Children's Guardian.

Step 3

Prove your ID in a NSW Service Centre

The next step is to attend an NSW motor registry or NSW Council Agency offering RMS services. You will need to do the following:

- Pay the application fee of \$80 (April 2019)
 - Provide your application number
 - Prove your identity and address: you will need all 4 of the documents you have put in your first application to prove your ID: your passport , your valid visa, a signed bank card with your full name on and a bank statement that shows your address in Australia (you can get the bank statement when opening a bank account)
- PLEASE NOTE:** the two proofs from banks **MUST NOT** be from the same bank.
[**TOP TIP:** Take as much with you as possible that will help to prove your address]

You must complete your proof of identity in person in NSW. You cannot complete this transaction from interstate or overseas; you cannot complete it over the phone or online and you cannot delegate it to another person.

Step 4

After attending the NSW motor registry office, you will receive another email with your Working With Children's Check number. It should look like this: WWC0462479E

Dear Ms M

You have been cleared to work with children in both volunteer and paid roles.

Your details are:

Surname	M
First Name	E.
WWC Number	WWC1845120E
Type of Clearance	Valid for paid and unpaid work
Expiry Date	15/02/2024

Next steps

- Provide your WWC number and expiry date to your employer or anyone you provide a child-related service to, along with your full legal name and date of birth, so that your clearance can be verified online.
- Keep your WWC number and expiry date in a safe place to be used for all your child-related work.
- If you would like more information, go to <http://www.kidsguardian.nsw.gov.au/check> or you can contact the Customer Service Team on (02) 9286 7219.

Step 5

The final step is to provide Smart Au Pairs with your WWCC number.