

NSW Step-by-step WWCC

The Working With Children's Check (WWCC) is a 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 and there's a fee for the WWCC.

You can apply online for your WWCC.



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

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

Step 1 – We recommend you do this in your first week

Go to following website:

<http://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

Application for a NSW Working With Children Check

Personal details

PLEASE NOTE! Details you provide in this section must match your proof of identity documents EXACTLY. If information differs, your proof of identity may not be accepted by the motor registry / Council Agency.

Title *
Miss

First given name *
Miriam

OR No first given name

Other given names *

OR No other given names

Family name *
Jung

Gender *
 Female Male Unknown / other

A minimum of 1 contact number is required

Home / private phone (include area code)

Business phone (include area code)

Mobile
0403624139

Email address
miriam@smartaupairs.com.au

Please confirm your email address
miriam@smartaupairs.com.au

Street address *
1-3 Eulberie Avenue Unit 21

Suburb / Town *
Warrabee

State *
NSW

Postcode *
2074

Country *
Australia

Mailing address *
 Same as above

Additional names

Have you ever changed your name or used a different name? *
 Yes No

Birth details

Date of birth *
06/04/1992

Town *
Karlsruhe

State / Territory: *
Other Baden Wuerttemberg

Country *
Germany

Purpose for check *

Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child-related sector *
Adult household member

Confirm identity

Select the identity document you will present to a NSW motor registry or Council Agency to confirm your identity.

Australian Driver/Rider Licence, current or expired within the last 2 years

Licence Number

State

NSW Photo Card, current or expired within the last 2 years

Photo Card Number

Other Documents

[Next](#)

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

Step 2

Application for a NSW Working With Children Check

Consent

that was used to assess my Working With Children Check application may be made available to an expert, a tribunal or court in relation to the review of the decision.

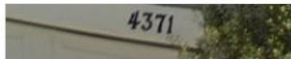
The information provided on this Form and which the CrimTrac Agency provides to the Office of the Children's Guardian will only be used for the purpose of a NSW Working With Children Check unless statutory obligations require otherwise.

I have read and understood this information, and I consent to the conditions above.

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 CrimTrac Agency did not disclose any criminal history information.

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



Privacy & Terms

Previous
Submit

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

Finalising your Working With Children Check application.

Please make a note of your Application Number: **APP0757102**. You will need it to complete your application.

Next steps

To complete your application you must attend a [NSW motor registry](#) or [NSW Council Agency](#) 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 **APP0757102**
- [proof of your identity](#)

We cannot begin to process your application until you have fulfilled the proof of identity requirement.

PLEASE NOTE!

If you work in an industry that is being phased in within [the current phase in period](#), you **MUST** complete your application by attending a [NSW motor registry](#) or [NSW Council Agency](#) as soon as possible.

If you are NOT subject to the [phase in schedule](#), you have until **26/04/2015** to visit a [NSW motor registry](#) or [NSW Council Agency](#) to complete your application, or this application number will expire.

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. To find out why your results may be delayed, see [FACT SHEET - When will I receive my results?](#)

If you are cleared, you will receive a notice from the Office of the Children's Guardian with your WWC number. If you elected to receive this notice via email, please check all inboxes, including your spam and junk mail folders. The email will come from WWCCNotification@kidsguardian.nsw.gov.au.

Notices will NOT be reissued. Your employer only needs your WWC (or APP) number, surname and date of birth for [online verification](#), so it is not necessary to provide your employer with a copy of your notice. If you lose or forget your WWC number, you can call the Office of the Children's Guardian. You will need to answer security questions before we can quote your WWC number to you over the phone.

Step 3

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

- Pay the application fee of \$80 (December 2017)
- Provide your application number
- Proof your identity and address: you will need your passport, a signed bank card and a bank statement that shows your address in Australia (you can get the bank statement when opening up a bank account)

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

Surname	BETZOLT
First Name	Christina
Working With Children Check number	WWC0490762E
Type of clearance	Valid for paid and unpaid work
Expiry date of Working With Children Check	20/09/2019

You must provide your employer with your surname, WWC number and date of birth for the compulsory online verification process.

For more information, go to www.kidsguardian.nsw.gov.au/check or email check@kidsguardian.nsw.gov.au.

NOTICE TO EMPLOYERS

This document is not proof of clearance. You must verify the applicant's clearance online. Paper-based evidence is subject to fraud and you risk criminal and/or civil action if you engage a worker who has submitted fraudulent clearance information.

How to verify a clearance online:

- Go to www.kidsguardian.nsw.gov.au/check and click the [Start here] button.
- Under the [Verify] section, select the [Employer log in and verify] button.
- Enter your username and password details and select the [Login] button. (If you have not already registered as an employer, please register.)
- Select the [Verify Working With Children status] tab.
- Enter the applicant's surname, date of birth and WWC (or APP) number.
- Click the [Verify] button. The verification results will be displayed.

If the verification result is *CLEARED* or *APPLICATION IN PROGRESS*, the worker may commence child-related work.

If the verification result is *NOT FOUND*, *EXPIRED*, *INTERIM BARRED* or *BARRED*, you must not employ the worker for child-related work and it is a criminal offence to do so.

When to verify a worker online

- New paid workers must be verified online before they begin child-related work.
- Existing paid workers and volunteers should be verified online as they are phased in to the Working With Children Check. This also applies to new volunteers.

Step 5

The final step is to provide Smartaupairs with your WWCC number.