

Step-by-step Blue Card for QLD

Step 1

Go to following website <https://www.bluecard.qld.gov.au>

And download the Blue Card application form:

<https://www.bluecard.qld.gov.au/pdf/forms/DJAG001-BC-Blue-card-application.pdf>

In Queensland an Au pair is considered to do paid work for the Blue Card purpose.

For more information about Blue Cards for Au pairs, please see this fact-sheet:

<https://bluecard.qld.gov.au/pdf/infosheets/Information Sheet-Au-pairs-nannies-and-babysitters.pdf>

Step 2

Blue card application

Working with Children (Risk Management and Screening) Act 2000

This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.

NEW/RENEWAL
Valid for lodgement
until 31 March 2020

Important Notice	
If you are eligible to apply for a blue card (please see disqualified person [#] and negative notice holder [~] definition on page 4), continue to complete this application. If you are not eligible, do not complete this form. Disqualified persons must complete an <i>Eligibility Declaration</i> and negative notice holders must complete the <i>Application to Cancel a Negative Notice</i> if two years have passed since the negative notice was issued.	
Part A – Child related activity details (to be completed by the organisation)	Part C – Category of child related activity (to be completed by the organisation)
<p>1 Please select the type of child-related employment for which a blue card is required:</p> <p><input checked="" type="checkbox"/> Paid employee (<i>payment details required in Part G</i>)</p> <p><input type="checkbox"/> Volunteer (<i>no payment required</i>)</p> <p><input type="checkbox"/> Student (<i>no payment required</i>)</p> <p>2 Is this application associated with NDIS?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3 Is the applicant an EQ staff member or volunteer working at a Queensland State School?</p> <p><input type="checkbox"/> Yes You must complete the QSS form o67. Do not complete this form.</p> <p><input type="checkbox"/> No</p>	<p><i>Information about categories of child-related employment and whether any exemptions apply is available from www.bluecard.qld.gov.au.</i></p> <p>Please select the type of child-related activity to which the employment relates:</p> <p><input type="checkbox"/> Child accommodation services including home stays</p> <p>Child care</p> <p><input type="checkbox"/> Staff member of an education and care or QEC service (e.g. long day care, outside school hours care, kindergarten, occasional care, limited hours care)[~]</p> <p><input checked="" type="checkbox"/> Other (e.g. nanny, babysitter)</p> <p><input type="checkbox"/> Churches, clubs and associations</p> <p><input type="checkbox"/> Education programs conducted outside school (suspended or excluded students or flexible arrangements under the <i>Education (General Provisions) Act 2006</i>)</p> <p><input type="checkbox"/> Emergency services cadet program</p> <p><input type="checkbox"/> Health, counselling and support services (including disability services)</p> <p><input type="checkbox"/> Licensed care services</p> <p><input type="checkbox"/> Non-State Schools/independent school (other than registered teachers and parents)</p> <p><input type="checkbox"/> Paid private teaching, coaching or tutoring</p> <p><input type="checkbox"/> Religious representatives</p> <p><input type="checkbox"/> Residential facilities</p> <p><input type="checkbox"/> School boarding houses</p> <p><input type="checkbox"/> School crossing supervisors</p> <p><input type="checkbox"/> Schools, other than EQ staff or volunteers (e.g. P&C,</p>
Part B – Organisation details (to be completed by the organisation)	
<p>1 Name of organisation</p> <p>Your Name</p> <p>2 Organisation ID number (<i>if known</i>)</p> <p>-</p> <p>3 Postal address of organisation</p> <p>Your Host Family Address</p> <p>Postcode</p> <p>4 Contact person's name</p> <p>Your Name</p> <p>5 Contact person's position</p>	

Step 3

For Part **E** you will need to **ask your host family** to help you with a declaration, and to sign section **F**.

Part E – Proof of identity (to be completed by the organisation)	
<p>The organisation must check two current, original identification documents from the applicant which collectively show the applicant's full name, date of birth and signature. The applicant's details on their identification documents must match the details provided in Part D.</p> <p>One of the following combinations must be used: EITHER</p> <p style="text-align: center;"> <input type="checkbox"/> List 1 + <input type="checkbox"/> List 1 (one must show a signature) OR <input type="checkbox"/> List 1 + <input type="checkbox"/> List 2 (one must show a signature) </p> <p>If one of the valid identification combinations above cannot be provided, complete and attach a 'Request to consider alternative identification' form.</p> <p>If the applicant resides more than 50km from the organisation or has a disability which affects their mobility, complete and submit an 'Confirmation of identity' form.</p>	
<p>Please indicate which identification documents have been sighted by placing a <input checked="" type="checkbox"/> in the box.</p>	
<p>LIST 1 SIGNATURE DOCUMENT</p> <p><input type="checkbox"/> Driver licence/learner permit/proof of age card Licence No: <input type="text"/> Issued in the state of: <input type="text"/></p> <p><input type="checkbox"/> Australian Passport (current or expired in the last 2 years)</p> <p>NON-SIGNATURE DOCUMENT</p> <p><input type="checkbox"/> Birth certificate (or extract)</p> <p><input type="checkbox"/> Proof of Australian citizenship or permanent residency</p> <p><input type="checkbox"/> Overseas Passport (current) Country of issue: <input type="text"/></p>	<p>LIST 2 SIGNATURE DOCUMENT</p> <p><input type="checkbox"/> Pension Concession card/Department of Veterans' Affairs Entitlement card/Seniors Health card/Health care card/ any other current financial entitlement card issued by Department of Human Services.</p> <p><input type="checkbox"/> Credit card or bank card (<i>do not attach copy</i>)</p> <p><input type="checkbox"/> Positive Notice Blue or Exemption card</p> <p><input type="checkbox"/> Student identification card issued by an education institution (with photo and signature)</p> <p><input type="checkbox"/> Queensland Gaming Machine Licence</p> <p>NON-SIGNATURE DOCUMENT</p> <p><input type="checkbox"/> Medicare card</p> <p><input type="checkbox"/> Queensland crowd controller/private investigator/ security officer licence</p> <p><input type="checkbox"/> Passbook or account statement issued by a financial institution dated in the last 6 months</p> <p><input type="checkbox"/> Australian taxation assessment notice dated in the last 6 months</p> <p><input type="checkbox"/> Queensland Licence issued under the <i>Weapons Act 1990</i></p>
<p>If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).</p>	

Step 4

Part **G** consists of the payment. Depending on your method of payment, you can lodge the application form online, in person or per post. Instructions are at the bottom of the form.

Step 5

After submitting your application, you will receive a number looks like this: 1310147/. This may take a couple of weeks.

Step 6

The final step is to submit the number to Smart Au Pairs using the Email form send out to you.