

## 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](https://bluecard.qld.gov.au/pdf/infosheets/Information%20Sheet-Au-pairs-nannies-and-babysitters.pdf)

### Step 2

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><b>1</b> 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><b>2</b> Is this application associated with NDIS?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p><i>Information about categories of child-related employment and whether any exemptions apply is available from <a href="http://www.bluecard.qld.gov.au">www.bluecard.qld.gov.au</a>.</i></p> <p>Please select the type of child-related activity to which the employment relates:</p> <p><input checked="" type="checkbox"/> Child accommodation services including home stays</p> <p><input type="checkbox"/> Child care (including education and care)</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"/> Local Government</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 registered teachers and parents)</p> <p><input type="checkbox"/> Sport and active recreation</p>
Part B – Organisation details (to be completed by the organisation)	
<p><b>1</b> Name of organisation</p> <p>Your Host Family Name</p>	
<p><b>2</b> Organisation ID number (<i>if known</i>)</p> <p></p>	
<p><b>3</b> Postal address of organisation</p> <p>Host family address</p> <p style="text-align: right;">Postcode</p>	
<p><b>4</b> Contact person's name</p> <p>Name of your Host Mum or Dad</p>	
<p><b>5</b> Contact person's position</p> <p>Host parent</p>	
<p><b>6</b> Telephone</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>	
<p><b>7</b> Email</p> <p><input type="text"/></p>	

### Step 3

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

**Part E – Proof of identity (to be completed by the organisation)**

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.

One of the following combinations must be used: **EITHER**

List 1 +  List 1 (one must show a signature)  
**OR**  
 List 1 +  List 2 (one must show a signature)

If one of the valid identification combinations above cannot be provided, complete and attach a *'Request to consider alternative identification'* form.

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.

**Please indicate which identification documents have been sighted by placing a  in the box.**

LIST 1	LIST 2
<p><b>SIGNATURE DOCUMENT</b></p> <p><input type="checkbox"/> Driver licence/learner permit/proof of age card  <b>Licence No:</b> <input type="text"/>  <b>Issued in the state of:</b> <input type="text"/></p> <p><input type="checkbox"/> Australian Passport (current or expired in the last 2 years)</p> <p><b>NON-SIGNATURE DOCUMENT</b></p> <p><input type="checkbox"/> Birth certificate (or extract)  <input type="checkbox"/> Proof of Australian citizenship or permanent residency  <input type="checkbox"/> Overseas Passport (current)  <b>Country of issue:</b> <input type="text"/></p>	<p><b>SIGNATURE DOCUMENT</b></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.  <input type="checkbox"/> Credit card or bank card (<i>do not attach copy</i>)  <input type="checkbox"/> Positive Notice Blue or Exemption card  <input type="checkbox"/> Student identification card issued by an education institution (with photo and signature)  <input type="checkbox"/> Queensland Gaming Machine Licence</p> <p><b>NON-SIGNATURE DOCUMENT</b></p> <p><input type="checkbox"/> Medicare card  <input type="checkbox"/> Queensland crowd controller/private investigator/ security officer licence  <input type="checkbox"/> Passbook or account statement issued by a financial institution dated in the last 6 months  <input type="checkbox"/> Australian taxation assessment notice dated in the last 6 months  <input type="checkbox"/> Queensland Licence issued under the <i>Weapons Act 1990</i></p>

**If possible, please attach a photocopy of the documents sighted for verification purposes (excluding credit or bank cards).**

### Step 3

For Part G you will need to organise payment, instructions are at the bottom of the form.

### Step 4

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/. It may take a couple of weeks, so be patient ☺

### Step 6

The final step is to submit the number to Smartaupairs using the Email form send out to you.