

# Northern Territories - Working With Children Clearance / Ochre Card

You must by law apply for a working with children clearance, also called an Ochre Card, to work or volunteer with children in the Northern Territory (NT).

Online applications are fast and easy to complete.

On the NT Police SAFE NT website, you can apply or renew your card, check your renewal date, change your details, request a replacement card and check the progress of an online application.

## To complete the application, you will need:

- A valid credit/debit card for payment (MasterCard or Visa only).
- An email address for confirmation of submission and subsequent communication.
- A current Australian residential and postal address.
- The ability to scan documents into .GIF .JPG .PDF .PNG or .TIF formats with each file being no more than 4 megabytes in size.

## The documents you need to prepare and provide in this way are:

- Identification documents – you will be asked to upload valid ID Documents to meet the 100-point check requirement.
- Passport photo image – for use on the Ochre Card.
- Any submission documents that you wish to provide to the Screening Authority for consideration. Please note, word documents are not able to be attached.

## Step 1

To start your application, go to the following website:

<https://nt.gov.au/emergency/community-safety/apply-for-a-working-with-children-clearance>

Click on the 'Apply now' button, which will lead you to this site:

<https://forms.pfes.nt.gov.au/safent/Default.aspx>

Choose the option 'Apply for a New Working With Children Clearance'

## Step 2

Read and accept the terms and conditions:

**You are required to acknowledge the following terms and conditions:**

I certify the information I supply in this application will be true and correct, and that I will disclose all names, including aliases used by me now or in the past. I am aware it is an offence to give false or misleading information.

I consent to SAFE NT conducting a Working with Children Clearance check as provided for by the [Care and Protection of Children Act](#), to determine my suitability to engage in child-related work.

I understand SAFE NT will obtain information about my complete criminal history and any additional information relating to that record from all Australian police services, and other sources which may include Australian courts, prosecution agencies or previous employers.

I understand that the information obtained includes, but is not limited to, details of convictions and pending charges or information relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred.

I understand SAFE NT will make use of that information and any subsequent information about my criminal history which may be obtained to enable a full and informed assessment of risk by the Screening Authority.

I consent to the disclosure of new criminal history information to the Screening Authority by SAFE NT during the currency of a Working With Children check which may be used to re-assess my Working with Children Clearance.

I understand that if my application is rejected, I withdraw my application, surrender my clearance or if my clearance is revoked, that it is an offence to work or volunteer in child-related employment.

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

I currently live in Australia. (If you do not, your application cannot be processed online. You must print and post a Working with Children [Employee](#) or [Volunteer](#) form)

## Step 3

Apply as an employee and describe your role in child-related work.

### Type of employment

- Self-employed
- \*  Current employee in child-related work
- Seeking employment in child-related work
- Volunteer work



Your Working With Children Clearance Application (Employment) will cost **\$70.00**

### Applicant's position

Please enter a brief description of your role in child-related work.

\*

(Max. 70 characters)

Notify the Teachers Registration Board

### Delivery Options

- \*  My Ochre Card and Clearance Notice will be sent to my postal address
- Please send my Ochre Card and Clearance Notice to my employer / volunteer organisation

## Step 4

Upload identification documents that are worth a total of at least 100 points.

### Proof of Identity

Please complete

You must upload a total of 100 points of documentation to prove your identity. You will be required to scan and attach these documents to the next page. The details you enter below must match the documents you provide.

Different types of documents are worth different points as listed in the drop down menu. Expired documents are not acceptable. You can use different combinations of documents to make up your 100 points, but **you must include at least one piece of photographic ID, containing your photo, date of birth and full name.**

**If sufficient documentation is not provided, your application form will be rejected.**  
 An email will be sent to you advising that your application has not proceeded and a refund will be made of any payment made.

Document Type	Reference No.	Expiry Date	Country	State	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Update Cancel
<input type="button" value="Add Proof of Identity Document"/>					

For example, a passport is worth 70 points. An Australian credit or debit card is 25, and a credit or debit card from your home country is also worth 25. This combined is a total of 120 points. A birth certificate is also worth 70 points, so if you have this and your passport you can also apply for the WWCC.

## Step 5

Upload copies of the documents and a photograph.

**NOTE: Make sure the photo fits all requirements!**

Please upload the following, noting that failure to provide the required documents will mean your application cannot be processed:

- A photograph that will be used to create the Ochre Card which meets the following standards:
  - Be no more than six months old.
  - Show a close view of the applicant's head and the top of the shoulders.
  - The image must be centred, clear and in sharp focus with no shadows.
  - The image must be in colour, taken against a plain background.
  - If taken with a digital camera, the photograph must be of high quality and resolution and no more than 8MB in size.
- Note: Scans of professional Passport Photos are acceptable.
- All identification documents you have detailed on the previous page to the total of 100 points, including at least one piece of photographic identification.
- Volunteers must upload the signed Volunteer Organisation Declaration form to be eligible for the reduced fee.
- Other information that you want the Screening Authority to consider, eg references, police check from other countries.

Note: Scanned files must be in .GIF .JPG .PDF .PNG or .TIF format, with each file being no more than 8MB in size. Please ensure your scanned files are legible or your application will be delayed. If you do not have a scanner, a camera can be used to provide the image.

You will be notified via email if there are problems that prevent your application from progressing. If you cannot upload your ID documents, download the hardcopy [here](#), and mail your completed application with copies of all documents to SAFE NT.

Document Type	Click <b>Browse</b> , then click <b>Upload</b> , then click <b>Update</b> on the right
<input type="text"/>	A Document has not been entered.
<input type="button" value="Add Document"/>	

## Step 6

Provide your personal details:

General Details			
<p><b>You must enter at least one phone number. If you only have one name (no surname), please enter it into both the Given Name and Surname fields.</b></p>			
* Title: <input type="text"/>	* Given Name: <input type="text"/>	Middle Names: <input type="text"/>	* Surname: <input type="text"/>
* Gender: <input type="text"/>	* Date of Birth: <input type="text"/>		
(DD/MM/YYYY)			
Mobile Phone: <input type="text"/>	Work Phone: <input type="text"/>	Home Phone: <input type="text"/>	
<p><b>If your application is incomplete and cannot be processed you will be notified at the email address you enter below.</b></p>			
* Email: <input type="text"/>			
* Confirm Email: <input type="text"/>			
* Town of Birth: <input type="text"/>	* Country of Birth: <input type="text"/>	* State of Birth: <input type="text"/>	

## Step 7

Provide your address details for the last 5 years:

NOTE: Use your host families' address as your current address, and your own families' home address as the address you have lived before arriving in Australia.

**Current Residential Address**

**i** If you cannot remember exact dates, please record as 1 January with an approximate year.

Unit No:  Street No:  Street:  \* Suburb/Town:

\* State:  \* Postcode:  \* Date Moved In:  (DD/MM/YYYY)

My postal address is the same as my residential address

**Current Postal Address**

My current postal address is a Post Office, PO Box or Locked Bag

Unit No:  Street No:  Street:  \* Suburb/Town:

\* State:  \* Postcode:

Have you lived outside of Australia for a period of 12 consecutive months or more, in the last five years?

Yes  No

## Step 8

Provide the organisational details:

NOTE: This is the same as the information you filled in as current residential address on the previous page.

**Organisation Details**

\* Name of Organisation:  **i**

\* Attention To: This should be a position e.g. HR Manager, Volunteer Coordinator, Principal, Recruitment Officer.  **i**

\* Postal Address: Please include the name of your Section.  **i**

\* State / Postcode:  NT  **i**

## Step 9

Confirm your details at the confirmation page.

Once this is done, you will receive an application number, and you will be asked to pay the \$70.00 AUD. Once you have filled in the payment details, you can submit your application!

## Step 10

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