

WWVP Sample for Australian Capital Territory

Step 1

Go to following website and click on 'Forms & Fees'. Then choose the 'Working with vulnerable people application for registration (Online)' to start the application:

https://www.accesscanberra.act.gov.au/app/answers/detail/a_id/1804/related/1

Working with vulnerable people (WWVP) registration

Do I need to register for WWVP?
Apply for registration online
Apply for replacement card online

Overview	Overview
Registration	<p>The average processing time for WWVP registrations is currently 13 working days. This is representative of the average processing time and should be considered a guide. Please direct any enquiries about the status of your application to Access Canberra feedback (Community & Family category, Working With Vulnerable People). (Reviewed 21 March 2019).</p> <p>The <i>Working with Vulnerable People (Background Checking) Act 2011</i> (the WWVP Act) commenced on 8 November 2012. It aims to reduce the risk of harm or neglect to vulnerable people in the ACT.</p> <p>The WWVP Act requires those who work or volunteer with vulnerable people to have a background check and be registered.</p> <p>The premise of background checking is that the past behaviour of an individual can provide an indication of the possible future behaviour of that individual. Examples or patterns of abusive or inappropriate behaviour can sometimes be evident in information available for assessment, which includes an individual's criminal record.</p> <p>The ACT Government considers that the creation of a checking system with appropriate safeguards for people who work with, or who want to work with vulnerable people is consistent with section 28 of the <i>Human Rights Act 2004</i>.</p> <p>For information on renewing a working with vulnerable people registration refer to the Working with vulnerable people (WWVP) registration renewal page.</p> <p>Do you work in the mental health sector or justice facilities? Are you involved in support services for addictions?</p> <p>If you work or volunteer in the mental health sector, justice facilities or support services for addictions, you must hold a current WWVP registration card from 7 November 2018 onwards.</p> <p>If you don't have a valid WWVP registration by this date, you will not be able to continue working or volunteering in these sectors.</p> <p>Applications take time to process, so you should get your application in as soon as possible.</p> <p>Start your application online today</p>
Update your details	
Renew your registration	
How to apply	
Employer info	
Industry info	
Community and volunteers info	
Compliance	
Forms & fees	
Payment options	
Related resources	
Contact options	

Step 2

Fill out the application form and apply as a paid employee.

Employment type

Is this registration sought for a public vehicle licence? *

Yes No

Select at least one employment type: *

Employee

Self-employed

Volunteer

Requested registration type

Are you applying for a: *

General registration to work with both children and disadvantaged adults

Conditional registration to work with children only

Conditional registration to work with disadvantaged adults only

Step 3

Interstate Registration:

Interstate registration

Working with Vulnerable People Application

*Fields marked with * are required*

Interstate equivalent registration

Do you have a current Working with Children Check, or equivalent, in another State or Territory? *

Yes No

Back

Continue

Step 4

Previous names:

Previous names

Working with Vulnerable People Application

*Fields marked with * are required*

Have you ever been known by another name (including Alias, name change by marriage or previous name, name change by Change of Name/Deed Poll)? *

Yes No

Back

Continue

Step 5

Data collection:

This part is purely for data collection, and not compulsory to complete. While applying for your WWVP, you can skip this part by clicking on the 'Continue' button.

Step 6

Prove of identity:

When applying for a WWVP in the Australian Capital Territory, you will need 3 forms of identification. The site makes it very difficult to add all three, as they want you to choose from limited options. We have raised this issue with the appropriate authorities, and they advised us the following:

With the Student card you can put the details on the form and if we require a translation then we will ask for it or they can send the translation through with their application. Also with a 2nd bank card, put into system as a "Access Card" and put 1234 as the card number. As long as 3 certified copies of IDs are received with the paperwork we understand putting different IDs to get the form completed.

If you have anymore questions you can call us on 02 6207 9940.

Regards
Fiona

WWVP | Customer Services Officer| WWVP
Phone:02 6207 9940
Customer Services | Access Canberra | ACT Government
GPO Box 158 Canberra ACT 2601 | -Contact WWVP
Access Canberra brings together customer and regulatory services

The easiest way is to add your passport details in the first form of identification.

For the second, you can use your Australian bank card details.

For the third, you can either use a second bank statement, or a foreign student card. To add this as a document, you will need to choose for the 'Access Card' option. As number, you will fill in 1234.

When you add the copies of the three identity documents, make sure all three are added and of decent quality. This way, they can verify your identity.

Step 7

You will then receive a number that looks like this: 591867.

-Sign both the declaration and consent pages.

-Lodge your application by attending a participating Canberra Connect Shopfront, or by posting your application to the Office of Regulatory Services.

Step 8

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