



How do I apply for Registration?

There will be a phased in process for the Working with Children Registration. You will need to apply for Registration according to your child-related sector.

See *'Fact Sheet: A guide to the 3-year phased in approach for child-related sectors'* at the *Working with Children Registration website*:

www.justice.tas.gov.au/working_with_children

Process for applying for Registration

STEP 1 – Fill in online application form

- Go to the Working with Children Registration website at http://www.justice.tas.gov.au/working_with_children/application and fill in the online application form. If you do not have access to the internet, please call 1300 13 55 13 for assistance
- Please make sure the details you provide are *exactly the same* as the details on your identity documents. If you have submitted the form with a mistake, please re-do the form to avoid problems with the proof of identity requirement at Step 2.
- Once you have submitted the form, you will receive an application reference number. This number is important for the next step.

STEP 2 – Present your Proof of Identity

Go to a Service Tasmania shop with your:

- application reference number
- proof of identity (see below)
- payment (\$103.60 for employment, \$17.76 for volunteering)

You must bring all three of these items for your application to proceed.

To prove your identity, you must appear in person at a Service Tasmania shop with your own documentation (this cannot be done outside Tasmania).

To find a Service Tasmania shop near you, go to the Service Tasmania website at www.service.tas.gov.au/about/shops/

You cannot submit proof of identity for someone else.

Proof of Identity

Proving your identity is an important step in the application process. This step establishes a person's identity including their age, residential address and their existence within the community.

You must provide proof of identity when completing the application process with Service Tasmania.

All proof of identity documents must be in English, or accompanied by an English translation from an accredited translator.

You can provide proof of your identity by presenting an Australian Photo Driver Licence with your correct name and address details on it.

If the name and/or address details are not correct, then you must also provide Evidence of Residential Address and/or Evidence of Change of Name documents.

If you **cannot** provide any of the above, then you must provide at least three (3) documents, either:

- One document from Category A plus two documents from Category B, or
- Two documents from Category A plus one document from Category B

At least one document from either category must show your date of birth and current Tasmanian residential address. If the documents you provide don't show a current Tasmanian residential address, you will need to provide a fourth document less than six (6) months old from the Evidence of Residential Address category.

All documents must be **original** and **current** (photocopies or certified copies are not acceptable).

If your name is different than what is shown on your Category A documents, you must also provide at least one original Evidence of Change of Name document.

Category A Documents

All documents must be original and current (photocopies or certified copies are not acceptable)

- Australian Birth Certificate (not an Extract or commemorative certificate) issued by Births, Deaths and Marriages
- Australian Citizenship papers
- Australian Passport
- Overseas Passport/Visa
- Australian Photo Driver Licence
- Australian Firearm Licence
- Tasmanian Government Personal Information Card (displaying full name)
- Department of Immigration & Citizenship issued travel documents, including a visa
- Department of Immigration & Citizenship Certificate of Evidence of Resident Status.

Category B Documents

All documents must be original and current

- Medicare Card
- Plastic Bank or Credit Card, with signature
- Student Identity Card with photo issued by an Australian Educational Institution
- Department of Veterans Affairs/Centrelink Pensioner Concession Card
- Births, Deaths & Marriages Change of Name / Marriage Certificate or Deed Poll

Evidence of Change of Name

If your identity documents don't show your new name, you must provide one of the following. All documents must be original and current:

- Marriage Certificate issued by Births, Deaths & Marriages (or interstate/overseas Registry Office equivalent) - Church or Celebrant issued certificates are not acceptable.
- Divorce Paper indicating the name being reverted to, as issued by a Court
- Change of Name Registration issued by Births, Deaths & Marriages or Deed Poll
- Guardianship Order issued by the relevant Authority
- Adoption Paper issued by a Court.

Evidence of Residential Address

If none of your proof of identity documents show your current Tasmanian residential address, you must provide one original document (less than 6 months old) to establish your current residential address. Examples include:

- Financial Institution Statement
- Utility Account (power, water, sewerage, telephone, gas) with evidence of payment
- Council Rate Notice
- Lease or Rent Agreement
- Land Tax Valuation Notice
- Australian Taxation Office Assessment (current or last financial year)
- Certificate of Title

Receiving your results

If your application is successful, you will be posted a Working with Children Registration Card.

If there are any issues with your application, you will be contacted by post or email (as indicated in your application).

Penalties for not complying

It's important to allow time for your application to be processed. We recommend you apply **at least six weeks** before you need your Working with Children Registration.

If you do not hold a Working with Children Registration within the required timeframe listed in ['Fact Sheet: A guide to the 3-year phased in approach for child-related sectors'](#) you will be committing a criminal offence, and serious penalties apply.

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