

OUR LADY OF THE ANNUNCIATION PAGEWOOD PARISH

NEW WORKING WITH CHILDREN CHECK

Applying for a “Working with Children Check”

Child-related workers and volunteers, are responsible for applying for their own “Working With Children Check”.

Parish priests are responsible for verifying the status of the Check before engaging a worker/volunteer for child-related work.

To obtain a “Working With Children Check”, applicants must:

- 1) Go online to www.newcheck.kids.nsw.gov.au. Under “For Individuals”, click on the box marked “Apply”. A page with the application form will open.
- 2) Have your driver’s licence ready as you will require these details.
- 3) Fill in the online application form.
 - a) Providing an **email address** allows the Letter of Clearance to be emailed to you. If you do not have an email address, the Letter of Clearance will be posted to you.
 - b) In the right column under “Purpose of check”
“Child-related sector”, choose “Religious services”.

After completing the form, a Check application number will be issued. Please print this.

- 4) Take the application number and proof of identity to a Transport, Roads and Maritime (RMS) registry (formerly known as the RTA) or Government Access Centre.
- 5) Volunteers do not have to pay the application fee. A fee of \$80 is payable for applicants with paid employment.
- 6) Upon receiving the Letter of clearance from NSW Government “Office of the Children’s Guardian”, please send a copy to parish office.