



Interstate and Overseas Applicants

If you are coming to Tasmania from interstate or overseas to work with children, you may be required to apply for Working with Vulnerable People (Children) Registration (unless you qualify for an exemption, see page 4). You will need to register regardless of whether you are a paid worker, self-employed or a volunteer.

If you are located outside of Tasmania, you can still apply for Working with Vulnerable People Registration by following these steps:

1. Fill out the online application form: http://www.justice.tas.gov.au/working_with_children/application
Interstate applicants must answer YES to the first question 'Are you submitting this form for yourself?'

Please note: Payment of the application fee can now be made online (credit card) as part of the application process above.

2. Print the Application Receipt when asked at the end of the online application process.
3. Complete the checklist (on back page).
4. Post or email the following, to be received by us within 20 days of your application:
 - a) Your Working with Vulnerable People Application Receipt
 - b) The checklist (on back page)
 - c) Your Certified Proof of Identity document/s (for more information about this go to 'proof of identity requirements' on page 2) and the details of the person certifying your documents (see checklist on last page)
 - d) Your Certified Passport sized photograph (for more information see 'photograph requirements' on page 3)
 - e) Payment (if you haven't paid online)
by email: payment by credit card only
by post: payment by cheque, money order or credit card
(for payment rates and more information go to page 3)

NOTE: These documents **MUST** be received within 20 days of your application date or your application will expire. If your application expires prior to processing you may be asked to complete the process again.

5. If paying online, a payment receipt will be available instantly to download and also emailed to you. If paying direct to this office, a payment receipt will be posted or emailed to you within 21 days. Your application will be processed within six weeks for most applicants. Sometimes there can be a longer wait, depending on your personal information.

Proof of Identity requirements

The easiest way to prove your identity is to present an Australian Photo Driver Licence with your correct name and address details on it. If your Australian Photo Driver Licence does not show your full name (including any middle names), you will be required to supply further identity documents showing your full name.

All documents must be current and certified by a Justice of the Peace or Commissioner for Declarations.

If you cannot provide an Australian Photo Driver Licence, then you must provide at least three (3) documents from the lists below, either:

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

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

Please ensure that the proof of identity that you supply shows your full name (including middle name), or you will be asked to provide further identification.

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

Category A Documents

- 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

- Medicare Card
- Plastic Bank or Credit Card, with signature

Fact Sheet

- 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 Name Change

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 residential address, you must provide one 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.

Photograph requirements

- If you are **posting** your application, you must include one certified passport sized photograph. The photograph must be certified on the back by a Justice of the Peace or Commissioner for Declarations. It must state "This is a true photograph of <Full name of applicant>".
- If you are **emailing** your application, you must provide two photographs (the email must show front and back images of the applicants photograph). One photograph must be scanned in colour and be a clear match to your photograph ID (e.g. drivers licence). The second photograph must be certified on the back by a Justice of the Peace or Commissioner for Declarations. It must state "This is a true photograph of <Full name of applicant>".

Payment

- \$107.10 for employment/volunteer
- \$18.36 for volunteer

Payment methods

- Credit Card (Mastercard, VISA)
- Cheque (if posting your application)
- Australia Post issued Money Order (if posting your application)

Exemptions which apply to interstate and overseas visitors

There are some instances where you may be exempt from holding a Working with Vulnerable People Registration. These include:

- A person who is engaged in a regulated activity for a Tasmanian, national or international event and the Minister has declared, by order, that the people engaged are not required to be registered for the activity.
- An employee or volunteer who is registered under another State or Territories law and engaged with children in an activity similar in nature to the activity that you are already registered to engage in under that corresponding law; and you are engaged in the regulated activity for not more than 28 days in any 12-month period. For example, the exemption enables people:
 - to participate in events such as national sporting carnivals without forcing people to hold registration in multiple States and Territories.
 - who work with children and who are required to cross State and Territory borders for work, to do so for short periods of time without requiring additional registration.

For more information see the Exemptions Fact Sheet on the Working with Vulnerable People website.

Warning: There are significant fines for providing false or misleading information on a Working with Vulnerable People application.

All applicants – Checklist

- I have included a copy of my Working with Vulnerable People Application Receipt

Application Number:

- I have included certified copies of my Proof of Identity and details of the certifying person below

<p>Name of certifier:</p> <p>Address:</p> <p>Provider/Registration Number:</p> <p>Signature:</p>

- I have included a passport sized photograph (Certified on the back)

- I have included payment by Cheque, Money Order or Credit Card (if not already paid online)

Credit Card Payment

MasterCard <input type="checkbox"/>	Visa <input type="checkbox"/>	Amount Paid \$ _____															
Credit Card Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																
Expiry Date _____/_____/_____	CCV Number _____																
Cardholder's Name	Phone number	Signature															

Lodging your application

Email

workingwithchildren@justice.tas.gov.au

Post

Working with Vulnerable People Registration
PO Box 56 Rosny Park TAS 7018