

# Fact sheet 16

## How do I apply?

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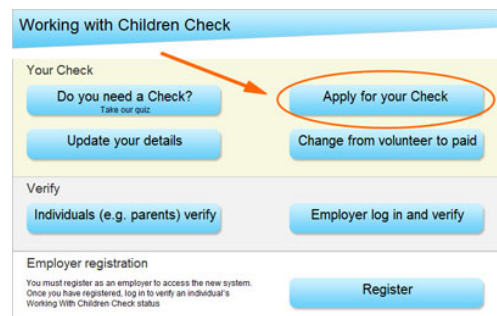
If you are starting a new **paid** job in child-related work in NSW, you need to apply for a Working With Children Check.

If you are currently employed or you volunteer in child related work, please see [FACT SHEET: Phase-in schedule](#) and [FACT SHEET: Exemptions](#) on our [Fact sheets and resources web page](#).

If you are applying from overseas or interstate, please see [FACT SHEET: Overseas applicants](#) or [FACT SHEET: Interstate applicants](#).

## STEP 1: Complete an online application form

- Go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and complete the online application form. If you do not have access to the internet, please telephone (02) 9286 7219 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 redo the form to avoid problems with the proof of identity requirement at step two.
- Ensure you select the correct category: paid or volunteer worker. The \$80 fee for paid workers is not refundable if you are a volunteer and you choose 'paid worker' by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.



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## STEP 2: Present proof of your identity

- Go to a NSW Motor Registry, RMS agency, or Service NSW office (not your local Council). Find a location at [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).
- You will need your application number and [proof of your identity](#). You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance. See [FACT SHEET: Fee information](#).

## PLEASE NOTE: Before you go to submit your proof of identity

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW Motor Registry, RMS Agency, or Service NSW office.
- Additional identity verification options are available for authorised carers and their adult household members who live interstate, and for those who are medically unable to attend a motor registry or RMS Agency. See [FACT SHEET Interstate or incapacitated authorised carers or householders: Identity verification options](#).

## Receiving your results

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also [FACT SHEET: When will I receive my results?](#) If you have not received your results within four weeks, please email your details and application number to [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).

## Find a NSW motor registry

Locations of Motor Registries, RMS Agency, or Service NSW offices can be found at [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).

## More information

For more information, please go to the [Frequently Asked Questions \(FAQ\)](#) available from at [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check).

If you have a question, please email [check@kidsguardian.nsw.gov.au](mailto:check@kidsguardian.nsw.gov.au).

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