



## Working With Children Check (Blue Card) for Queensland Volunteers

Hi potential NCYC09 leader,

Thank you for expressing interest in a leadership role for NCYC09!

The Victoria/Tasmania Synod Working with Children Check Policy states that all adults who participate in child relate activities or programs of the Synod as a Child Worker are required by legislation to apply for and receive a positive Working with Children Check (WWC) or your state's equivalent.

For Queensland volunteers, you are required to complete a Volunteer Blue Card (Working with Children Check). Don't worry it's not too difficult, lasts for 5 years and for volunteers it's free! Here's what you need to do:

1. Obtain a Volunteer Blue Card Application Guide and Form;
  - An Australian Post Outlet
  - Download a **Volunteer** application form and a how-to guide from the Blue Card website:  
<http://www.cypcg.qld.gov.au/index.html>
2. Read the guide and complete the application form as required.
3. Parts A and D **must be filled out by your organisation**, so please contact the Queensland Synod youth sector for help with this.
4. As soon as you have received your Blue Card, please send a **clear, certified** photocopy of all pages to:

NCYC09 office  
1 Morrison Close  
Parkville VIC 3052.

We need a certified copy of your police check for our records. If you are unsure of what a certified copy is, check out the attached information.

1 Morrison Close  
Parkville Victoria 3052  
Phone: (03) 9340 8800  
Fax: (03) 9340 8805  
Email: [converge@ncyc.org.au](mailto:converge@ncyc.org.au)  
[ncyc.org.au](http://ncyc.org.au)

# CONVERGE

EXPERIENCE B

NCYC09



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NOTES:

- If you already have a Blue Card, all you need to do is send the **clear certified** photocopy to us at the office.

If you have any questions, please feel free to contact me on 1300 00 6292 or [amy@ncyc.org.au](mailto:amy@ncyc.org.au). Alternatively you can contact the *Commission for Children and Young People and Child Guardian Department* on 3247 5145 or 1800 113 611.

Thank you again for volunteering.

Kind regards,

Amy Lowe

On behalf of the Registration and Allocation team.

1 Morrison Close  
Parkville Victoria 3052  
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Fax: (03) 9340 8805  
Email: [converge@ncyc.org.au](mailto:converge@ncyc.org.au)  
[ncyc.org.au](http://ncyc.org.au)



## HOW TO HAVE A DOCUMENT CERTIFIED

Make a photocopy of the *original* document and take the original and the copy to one of the people listed below. They will then stamp/write on every page/copy to say that they have sighted the original document and certify it to be a true copy of the original.

*They must then sign each statement and provide their designation, e.g. Pharmacist*

### PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE EVIDENCE ACT 1958 – SECTION 107A

- A justice of the peace or a bail justice
- A public notary
- A barrister and solicitor of the Supreme Court
- The prothonotary or a deputy prothonotary of the Supreme Court
- The registrar of a deputy registrar of the County Court
- The principal registrar of the Magistrates' Court or a \*registrar of deputy registrar of the Magistrates' Court
- The registrar of probates or an assistant registrar of probates
- The associate to a judge of the Supreme Court or of the County Court
- The secretary of a master of the Supreme Court or of the County Court
- A registered patent attorney
- A member of the police force
- The sheriff or a deputy sheriff
- A member or former member of either House of the Parliament of Victoria
- A member or former member of either House of the Parliament of the Commonwealth
- A councilor of a municipality
- A senior officer of a Council
- A registered medical practitioner
- A registered dentist
- A veterinary practitioner
- A pharmacist
- A principal in the Victorian government teaching service
- The manager of a bank
- A member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- The secretary of a building society
- A minister of religion
- A Victorian public servant with authorisation to sign statutory declarations
- A fellow of the Institute of Legal Executives (Victoria)

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country.

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