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QUEENSLAND

OFFICIAL USE ONLY

Receipt number:

Date:

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initials:



commission for  
children and young people  
and child guardian

# Blue card application form

This form is to be completed by paid employees, volunteers and students proposing to start or continue in child-related employment.



## Important Notice

If you are eligible to apply for a blue card (please see **disqualified person** definition on page 4), continue to complete this application. If you are not eligible, **do not** complete this form and complete an Eligibility Declaration form instead.

## PART A Child-related activity details (to be completed by the organisation)

1 Please select the type of child-related employment to which a blue card is required:

- Volunteer  Student  
 Paid employee ( complete Part B)

2 Please select the type of child-related activity to which the employment relates:

- Child accommodation including home stays  
 Child care (including education and care)  
 Churches, clubs and associations  
 Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)  
 Health, counselling and support services (including disability services)  
 Licensed care services  
 Local Government

- Paid private teaching, coaching or tutoring  
 Religious representatives  
 Residential facilities  
 School boarding houses  
 School crossing supervisors  
 Schools (other than registered teachers and parents)  
 Sport and active recreation

*Information about categories of child-related employment and whether any exemptions apply is available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)*

## PART B Payment options for PAID employees only

(The application fee is GST exempt (under division 81), non refundable and subject to change.)

Please select one of the following payment methods:

- Cash or EFTPOS (*over the counter transaction only*)  Cheque  
 Credit card (*complete details below*)  Money order

**Cheque/money order payable to:**

Commission for Children and Young People and Child Guardian  
ABN 51639217791

Name of credit card holder  Number

Please charge \$76.00 to:  Mastercard  Visa

Cardholder's signature  Expiry date  /

Postal address details for receipt

Postcode

Applicant's Name

**PART C Applicant details** (to be completed by the applicant)

1 Your title Mr  Mrs  Miss  Ms   
Other

2 Full legal name  
**Family name**   
First name   
Middle name   
I do not have a middle name (please tick)

3 Please list any alternate current or previous names eg. maiden name, name before marriage, married name, alias, change by certificate, adoption.  
**Note:** It does not matter how long ago you changed your name or how long you used another name for.

4 Gender Male  Female

5 Date of birth        
DAY MONTH YEAR

6 Place of birth  
Town/City   
State/Territory   
Country

7 Current postal address  
**(Note: your postal address must be in Australia)**  
  
  
Postcode

8 Current residential address  
 Please tick if same as postal address  
  
  
Postcode

9 Your telephone number  
Daytime          
Mobile

10 Email

11 Do you identify as? (if applicable)  
 Aboriginal  Torres Strait Islander  
 Aboriginal and Torres Strait Islander  
 Australian South Sea Islander

12 Please record your previous blue/exemption card number (if known):  
        /

13 Please tick the relevant box below if you are or have ever been a:  
 Health practitioner  
 Teacher  
 Foster or kinship carer  
 Operator/supervisor/carer of a child care or education service

14 **Applicant's declaration**  
I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card#;
- I am the applicant named in this form and have not omitted any names or aliases that I use or have used in the past;
- the information and identification documents provided by me for this application are true and correct and I understand it is an offence to provide a false or misleading statement or document;
- I consent to the Commission obtaining any information from any police, court, prosecuting authority or other authorised agency and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children including ongoing checks while my application/blue card remains current;
- I understand that the information obtained includes but is not limited to details of convictions<sup>^</sup> and pending or non conviction charges\* or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I am proposing to start or continue in regulated employment and am not entitled to an exemption;
- I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and
- I consent to the Commission publishing/providing confirmation on whether or not my blue card is valid.

**Sign inside the box. Please do not touch or go outside the lines.**



Date of signature        
DAY MONTH YEAR

**PART D Organisation details** (to be completed by the organisation)**1** Name of organisation**4** Contact person's name**2** Organisation ID number (if known)**5** Contact person's position**3** Postal address of organisation**6** Telephone

Postcode

**7** Email**PART E Proof of identity** (to be completed by the organisation)

The organisation must check **two current, original** ID documents from the applicant which collectively show the applicant's **full name, date of birth and signature**. The applicant's details on their ID documents must match the details provided in Part C.

One of the following combinations must be used: EITHER  List 1 +  List 1 OR  List 1 +  List 2

Please indicate which identification documents have been sighted by placing a  in the box.

**LIST 1****SIGNATURE DOCUMENT** Driver licence/learner permit/proof of age cardDocument No: Issued in the state of:  Passport**NON-SIGNATURE DOCUMENT** Birth certificate (or extract) Proof of Australian citizenship or permanent residency**LIST 2****SIGNATURE DOCUMENT** Pension Concession card/Department of Veterans' Affairs Entitlement card/Senior's Health card/Health care card/any other current financial entitlement card issued by Centrelink. Credit card or bank card Blue or Exemption card (issued by the Commission) Student identification card issued by an education institution (with photo and signature) Queensland Gaming Machine Licence**NON-SIGNATURE DOCUMENT** Medicare card Queensland crowd controller/private investigator/security officer licence Passbook or account statement issued by a financial institution dated in the last 6 months Australian taxation assessment notice dated in the last 6 months Queensland Licence issued under the *Weapons Act 1990*

Please attach a photocopy of the documents sighted to this application form for verification purposes.

**PART F Organisation declaration** (to be completed by the organisation)

**IMPORTANT NOTICE: This section must be completed by the organisation irrespective of whether or not the organisation can sight the identification documents (see page 4)\*\***

It is an offence to provide false or misleading information to the Commission.

I declare that:

- I am authorised to submit this application on behalf of the organisation;
- the applicant is proposing to start or continue in regulated employment and an exemption does not apply;
- I have warned the applicant that it is an offence for a disqualified person to sign a blue card application (see page 4)\*; and
- I have either:
  - checked the details provided in this form and confirmed they match those on the identification documents sighted; **OR**

- delegated this responsibility to a prescribed person and have attached the 'Identification verification by a prescribed person form'. (see page 4)\*\*

**Note:** It is an offence not to warn the applicant that it is an offence for a disqualified person to sign a blue card application.

Signature

Full name

Position

Date

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
DAY	MONTH	YEAR			

Applicant's Name

**\*\*NOTE: An 'Identification verification by prescribed person' form is to be completed and submitted with this application if the applicant resides more than 50km from the organisation or has a disability which affects their mobility.**

#### Privacy notice

The *Commission for Children and Young People and Child Guardian Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue card.

Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

#### Important information

You can withdraw your consent to screening at any time before a decision is made.

#### #Disqualified people

**It is an offence for a disqualified person to sign a blue card application form.**

A disqualified person is someone who:

- has been convicted<sup>^</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge) or other child-related sex or pornography offences or the murder of a child (irrespective of the penalty and regardless of when and where it occurred);

#### OR

- is the subject of:
  - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*
  - an offender prohibition order under the *Child Protection (Offender Prohibition Order) Act 2008*
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*

\*Non conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer, that led to a conviction that was quashed on appeal, or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

<sup>^</sup>Conviction/convicted means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred.

A disqualified person can apply to the Commission to be declared eligible to apply for a blue card in certain limited circumstances.

For more about blue card system information and obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

**Commission for Children and Young People  
and Child Guardian**

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Brisbane George Street Qld 4003

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**[www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)**