

# Authorisation process for paid employees, students and volunteers with a current blue card or exemption card

## Does the new employee, student or volunteer have an existing blue card or exemption card?

**Yes**

**No**

Check the card and verify the full name and signature match identification documents provided by the applicant.

Complete an online check of the card at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au). Click on the 'Validate Blue Card/Exemption Card' link, which is located in the left menu on the blue card homepage. Follow the steps to receive the current status of the card.

Please complete a new blue card application. Refer to the information sheet *Blue card application process for paid employees, students and volunteers*.

If the person is a registered teacher or police officer performing work outside of their professional duties, they do not require a blue card and should instead apply for an exemption card. Refer to the *Applying for an exemption card* flow chart.

**For paid employees**

**For students or volunteers**

Please complete an *Authorisation to confirm a valid card/application* form.

Please note that if the person already holds a volunteer blue card and is moving into a paid employment arrangement, they must complete a *Volunteer to paid employee transfer form* and pay the prescribed fee. They will be issued with a brand new card with an additional three years' validity.

Please complete an *Authorisation to confirm a valid card/application* form.

**Please lodge the completed authorisation form to the Commission in person, by post or by fax.**

**The employer listed on the form will now receive any relevant updates about the status of the card. This includes notice of a suspension or cancellation of a blue card or exemption card.**

**Remember to add the card holder's details to your organisation's blue card employee register and advise the Commission if they cease employment with your organisation.**