

Notification – change in police information*

Paid employee/volunteer/student

Where a paid employee/volunteer/student has a change in their police information:

- they must immediately disclose to their current or prospective employer/volunteer organisation/education provider that there has been a change in their police information. The person does not need to notify them of any further details, only that a change has occurred;
- the employer/volunteer organisation/education provider must not allow that person to continue working in regulated employment unless they have lodged this form notifying the Commission of the change in police information;
- the paid employee/volunteer/student must complete Parts A and D;
- the employer/volunteer organisation/education provider must complete Part B.

Business operators

Where a person carrying on a regulated business has a change in their police information:

- they must complete Parts A, C, and D and immediately lodge this application to notify the Commission of a change to their police information.

PART A Applicant/cardholder's details (this section must be completed by the blue card applicant/card holder)	
<p>1 Have you ever applied for or held a blue card/exemption card?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Card No. (if known) <input type="text"/></p>	<p>5 Date of birth <input type="text" value=" / /"/> <small>DAY MONTH YEAR</small></p>
<p>2 Applicant's/card holder's title</p> <p>Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/></p> <p>Other <input type="text"/></p>	<p>6 Place of birth</p> <p>Town/city <input type="text"/></p> <p>State <input type="text"/></p> <p>Country <input type="text"/></p>
<p>3 Family name <input type="text"/></p> <p>First name/s <input type="text"/></p> <p>Middle name/s <input type="text"/></p> <p>I do not have a middle name (please tick) <input type="checkbox"/></p> <p>Note: You must tell the Commission within 14 days if you change your name or start using another name.</p>	<p>7 Current postal address (Note: your postal address must be in Australia)</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value=" Postcode"/></p>
<p>4 Have you been known by any other name/s? eg. name at birth, maiden name, name before marriage, married name, alias, change by certificate/deedpoll, changed the order of your name</p> <p>Note: It does not matter how long ago you changed your name or how long you used another name for.</p> <p>(Please tick) No <input type="checkbox"/> Go to question 5</p> <p>Yes <input type="checkbox"/> give details below:</p> <p>If you require more space, please tick this box <input type="checkbox"/> and attach a separate list</p> <p>Family name <input type="text"/></p> <p>First name <input type="text"/></p> <p>Middle name <input type="text"/></p> <p>Reason for change <input type="text"/></p>	<p>8 Current residential address</p> <p><input type="checkbox"/> Please tick if same as postal address</p> <p><input type="text"/></p> <p><input type="text"/></p> <p><input type="text" value=" Postcode"/></p>
	<p>9 Your telephone numbers</p> <p>Daytime <input type="text"/></p> <p>Mobile <input type="text"/></p>

* Police information – please see definition on page 2.

PART B Organisation's details (to be completed by employer/volunteer organisation/ education provider)

10 Name of organisation

11 Postal address of organisation

 Postcode

12 Contact person

13 Position

14 Phone

Fax

Email

PART C Business details (to be completed if you are carrying on a regulated business)

15 Name of business

16 Postal address of business

 Postcode

17 Phone

Fax

Email

PART D Applicant/cardholder's declaration

Note: It is an offence under the *Commission for Children and Young People and Child Guardian Act 2000* to deliberately provide false or misleading information.

- I declare that a change in my police information has occurred since lodging my application for a blue card/exemption card or being issued with a blue card exemption card; and
- The information provided by me for this application are true and correct and I understand it is an offence to provide false or misleading information.

Signature

Date

 / /
DAY MONTH YEAR

Police information

*** Police information**

A change in police information includes:

- any charge or conviction for an offence (conviction 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).
- where the person has to respond to an application for a:
 - child protection offender prohibition order
 - disqualification order
- where the person becomes subject to:
 - reporting obligations under the *Child Protection (Offender Reporting) Act 2004*
 - a child protection offender prohibition order
 - a disqualification order
 - a sexual offender order

What happens next?

- The Commissioner will reassess your eligibility to hold a blue card or exemption card.
- Where the change is relevant to your child-related employment, the Commissioner will notify your employer or other entities, if applicable, that your eligibility for a blue card/exemption is being reassessed, including whether the change in police information is a charge or conviction and whether it is a serious offence.
- The Commissioner will notify your employer or other entities of the outcome of the reassessment.

Privacy notice

The *Commission for Children and Young people and Child Guardian Act 2000* allows us to collect your personal information, which is assessed by commission staff to assess your application for a blue card/exemption card.

Some of this information goes to Queensland Police, and may be sent to interstate or federal police to conduct criminal history checks. Information may also be given to:

- certain disciplinary bodies to get relevant disciplinary information about you
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf. This enables us to update them on your blue card application and any changes to your blue card status.

Advice about your card's validity may also be provided through the Commission's online card verification process.

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

Please mail this completed document to:

Employment Screening Services

Commission for Children and Young People and Child Guardian

Address: Level 17, 53 Albert Street
Brisbane Qld 4000

Postal: PO Box 12671
Brisbane George Street Qld 4003

Phone: 07 3211 6999 or freecall 1800 113 611

Fax: 07 3035 5910

www.bluecard.qld.gov.au

Applicant's/card holder's name