



commission for  
children and young people  
and child guardian

# How to complete a 'Student (S) blue card application form'

**Working with Children Check**

commission for children and young people and child guardian

**Student blue card application form**

The Commission for Children and Young People and Child Guardian Act 2000 requires students\* seeking to work with children under 18 years of age in certain categories of regulated employment to obtain a blue card.

**How to fill out this application form**

To avoid delays in processing this application please print clearly using BLOCK LETTERS and ensure:

- the organisation/volunteer co-ordinator completes Parts A, C and D
- the volunteer completes Part B
- you indicate with a tick where required.

**Note:** It is an offence for a student to provide false or misleading information to the Commission or to sign an application for a blue card if they are a disqualified person\* (see page 4).

\* a student enrolled in a course of study with a tertiary education provider (eg. University or registered training provider).

**PART A – Organisation's Details** (this section must be completed by the organisation/education provider)

1 Name of organisation/education provider

Organisation ID number (please insert the Commission's reference number for your organisation if known)

2 Postal address of organisation/education provider

Postcode:

3 Contact person

4 Contact person's position

5 Phone

Email

Fax

**Additional Information**  
The word "organisation" is taken to mean "employer" for the purposes of complying with the Act.

6 Type of child-related employment for which a blue card is sought (please tick appropriate box)

- residential facilities
- schools (other than registered teachers)\*
- school boarding houses
- child care\*
- churches, clubs and associations\*
- health, counselling and support services
- private teaching, coaching or tutoring
- education programs outside of school
- child accommodation including homestays
- religious representatives
- sport and active recreation\*
- emergency services cadet program
- school crossing supervisors

licensed care service:

- student working at the licensed care service
- student working for a business providing services at a licensed care service

**Note:** Exemptions apply in certain circumstances, eg. a parent is exempt if they provide services:

- \* at the school where their child regularly receives child care
- \* at a centre where their child regularly receives child care
- \* within a church, club or association which are the same or similar to those received by their child
- \* as part of sport or active recreation involving their child

The organisation is responsible for declaring that the volunteer is not exempt (see Part D).

Applicant's Name

## Part A – Organisation's details

An authorised representative of the organisation/ education provider must:

**Step 1:** complete sections 1 - 6 in Part A, including the name of the contact person in section 3. This person will be the Commission's contact with the organisation/ education provider in relation to this application. They are the only person apart from the student the Commission can discuss certain aspects of the application with.

*Note: the contact person does not have to be the person who sights the volunteer's identification documents.*

**Step 2:** indicate in section 6 the type of child-related work the student needs a blue card for.

## Part B – Volunteer student's details

The student applying must:

**Step 1:** complete sections 7-20 in Part B. If the student has ever been known by other names (such as a maiden name or nickname), it is essential they provide a list of these names in section 11.

**Step 2:** read the declaration in section 21 carefully and signs in the box provided using a blue or black pen. The signature must not extend outside the box provided so it can be scanned onto the front of their blue card.

It is an offence for a 'disqualified person' to sign the applicant's declaration. Please see the Commission's website at [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au) for a list of disqualifying offences.

## Part C – Proof of identify declaration

An authorised representative of the organisation/ education provider must:

**Step 1:** check the student has completed Part B (sections 7 – 21) of the application form.

**Step 2:** ensure the student has provided two forms of identification to verify their identity. They must be either:

- one document from List 1 and one document from List 2, or
- two documents from List 1.

This information sheet provides guidance to students and organisations/education providers on how to complete the 'Student (S) blue card application form'.

If the application form is not completed in full it may be returned to you for further information, which may cause delays in processing the application.

Please complete all sections of the form using BLOCK LETTERS and a tick (✓) where required.

The organisation/education provider arranging the student placement must apply to the Commission for a blue card on the student's behalf.

The organisation/education provider is responsible for sighting the student's identification documents proving their identity and checking these against the details provided on the blue card application form.

Students are considered to be volunteers for the purposes of the Commission's Act.

The documents provided for verification must be original documents. Photocopies cannot be used.

If an identification document is in a former name, an original official document showing the change of name must be sighted by the authorised person.

**Step 3:** confirm the student's full name, date of birth and signature in Part B of the application form match those on the original proof of identification documents provided.

**Step 4:** indicate which identification documents have been sighted by ticking the appropriate boxes in Part C, in either list 1 (section 22) or list 2 (section 23), and recording the document number/s (if applicable).

### Part D – Declaration by an authorised representative of the organisation/ education provider

To be filled out by the authorised representative from the organisation/education provider, even where a prescribed person has sighted the student's identification documents.

The *authorised representative from the organisation/ education provider* must:

**Step 1:** tick one of the boxes in Part D, either confirming they have sighted the student's identification documents or they were unable to sight the student's identification documents (because the student's usual residence is more than 50kms from the business address or the student has a disability affecting his or her mobility).

**Step 2:** sign the declaration in Part D confirming:

- they have checked the student's personal details in Part B of the application form and they match exactly with the original proof of identity documents sighted
- they are authorised to submit the application on behalf of the organisation/education provider
- an exemption doesn't apply to the student, and
- they have warned the student it is an offence for a disqualified person to sign an application form.

### Part E – Declaration by prescribed person

This part of the forms only needs to be completed if the authorised representative from the organisation/ education provider confirmed (by ticking the box in Part D) they were unable to sight the student's proof of identity documents.

A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

The *prescribed person* must:

**Step 1:** ensure the student provides them with an application form which has Part A, Part B and Part D completed.

**Step 2:** ensure the student provides them with two forms of identification to verify their identity. They must be either:

- one document from List 1 and one document from List 2, **or**
- two documents from List 1.

The documents provided for verification are the original documents. Photocopies cannot be used.

If an identification document is in a former name, please ensure an original official document showing the change of name is sighted by the prescribed person.

**Step 3:** confirm the student's full name, date of birth and signature in Part B of the application form match those on the original proof of identification documents.

**Step 4:** indicate which identification documents were sighted by ticking the appropriate boxes in Part C, in either list 1 (section 22) or list 2 (section 23), and recording the document number/s (if applicable).

**Step 5:** complete and sign the declaration in Part E if satisfied that the student's personal details in Part B of the application form exactly match the details on the original identification documents they have sighted.

## Checklist

### The student applicant

Have you:

- completed all sections in **Part B** in full including full name (and middle name if any), former name/s, date and place of birth?
- carefully read the Student's declaration in section 21, including the declaration that you are not a 'disqualified person' before signing and dating the declaration?
- ensured you have signed inside the signature box in black or blue pen (as your signature will be scanned onto your blue card)?

### The authorised representative of the organisation/education provider

Have you:

- completed **Part A**?
- warned the student applicant that it is an offence for a 'disqualified person' to sign an application form?
- carefully read and completed **Part D** – either certifying that you have sighted the identification documents **or** that you are unable to sight the identification documents for one of the reasons listed?

If you sight the documents, have you:

- sighted two original identification documents (either one from List 1 and one from List 2 **or** two from List 1) which together show the student's full name, date of birth and signature?
- confirmed that the details recorded in **Part B** of the application form match those on the identification documents sighted?
- indicated in **Part C** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part D** (including ticking the relevant box)?

### Where a prescribed person sights the identification documents

Have you:

- sighted two original documents (either one from List 1 and one from List 2 **or** two from List 1) which together show the student's full name, date of birth and signature?
- confirmed that the details recorded in **Part B** of the application form match those on the identification documents sighted?
- indicated in **Part C** which two original documents you have sighted and recorded the document number/s (if applicable)?
- carefully read, signed and dated the Declaration in **Part E**?

## List 1 – Primary documents

- Current driver licence/learner’s permit/proof of age card (with photo)
- Current passport (with photo)
- Birth certificate (or extract)
- Australian citizenship certificate or current document evidencing permanent Australian residency status

## List 2 – Secondary documents

- Current Pension Concession Card/Dept of Veterans’ Affairs Entitlement Card/Senior’s Health Card/Health Care Card/any other current financial entitlement card issued by Centrelink.
- Current Credit Card or account card from a bank/building society/credit union (with name and signature)
- Current student identification card issued by a tertiary education institution or school (with photo and signature)
- Current Qld Gaming Machine Licence
- Current Positive Notice Blue Card (issued by the Commission)
- Current Qld Licence issued under the Weapons Act
- Current Medicare card
- Current Qld crowd controller/private investigator/security officer licence
- Passbook or account statement issued by a bank/building society/credit union dated in the last 6 months
- Australian taxation assessment notice dated in the last 6 months

### Don’t forget to:

- sign the declaration on your application stating you are not a disqualified person
- notify the Commission if you change employers/education providers or stop working/volunteering with your employer/education provider.
- notify the Commission if you change your contact details, and
- notify the Commission if you change your name.

For more information about the blue card, see the ‘Understanding the blue card’ information sheet or Frequently Asked Questions available on the Commission’s website at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

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

**Street address:** Level 17, 53 Albert Street  
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### Blue Card Contact Centre:

**Office Hours:** 8:00am – 5:00pm  
Monday to Friday

**Telephone:** 07 3211 6999

**Freecall:** 1800 113 611

**Fax:** 07 3035 5910

**Email:** [bluecard@ccypcg.qld.gov.au](mailto:bluecard@ccypcg.qld.gov.au)

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

**Postal:** PO Box 12671, Brisbane George Street  
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Contact us