



commission for
children and young people
and child guardian

How to complete a 'Person carrying on a business (B) blue card application form'

The image shows a sample of the 'Person carrying on a business (B) blue card application form'. The form is titled 'Person carrying on a business blue card application form' and includes a large 'B' in a black box. It is divided into several sections:

- Section 1:** Name of business
- Section 2:** Postal address of business (including Postcode)
- Section 3:** Phone
- Section 4:** Fax
- Section 5:** Email
- Section 6:** Type of child-related business for which a blue card is sought. This section includes checkboxes for: health, counselling and support services; private teaching, coaching and tutoring; child care; education programs outside schools; child accommodation services, including homestays; providers of recreational activities such as sporting camps and programs (excluding amusement parks); operators of hostels for rural children; director of a governing body of a non-state school; licensed care service; and religious representatives (with a note to complete question 24 on page 4).
- Section 7:** Payment Options. This section asks the applicant to select one of the following payment methods: Cash (over the counter transaction only), Credit Card, Cheque, Money Order, or Cheque/money order payable to the Commission for Children and Young People and Child Guardian. It also includes fields for the name of the credit card holder, the card number, the expiry date, and the cardholder's signature.

 The form also includes instructions on how to fill it out, a note about the application fee, and a reference to the Commission's website for more information.

PART A – Business details

This section must be completed by the person applying for the blue card.

The applicant must:

Step 1: complete sections 1 - 6 in Part A, including the name, postal address and contact details of the business. If you do not have a registered business name and postal address, you can record your own name and postal address in section 1.

This ensures postal details are up-to-date, as the Commission uses them to notify you of the outcome of your application, ie. whether a blue card or negative notice has been issued, or the application has been withdrawn.

Step 2: indicate in section 6 the type of child-related business for which a blue card is sought.

Note: if you tick the religious representatives category, please complete question 24 on page 4 of the application form.

PART B – Payment options

This section must be completed for your application to be processed. Please ensure your application is accompanied by the prescribed fee. A schedule of fees is available on the Commission's website at www.ccypcg.qld.gov.au

You can pay by cash (only in person), or use a credit card, cheque or money order if you are not paying in person.

Cheques and money orders should be made out to the 'Commission for Children and Young People and Child Guardian'.

However, if you are conducting your business on a volunteer basis (even if reimbursed for out-of-pocket expenses), your application will be processed free of charge. You will need to fill in a statutory declaration to this effect (available on the Commission's website) and attach it to your application.

This information sheet provides guidance to help applicants complete the 'Person carrying on a business (B) 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 'Person carrying on a business (B)' form is for:

- people carrying on a regulated business eg. private teaching, coaching, tutoring or childcare
- people on the governing bodies of non-state schools, and
- some people providing Homestay services.

PART C – Applicant’s details

Applicants must provide their personal details in sections 7 – 20. If the applicant has been known by any other name (such as a maiden name or nickname), it is essential to provide a list of these names in section 11.

Applicants must also read the declaration in section 21 carefully and sign in the box provided. Please use a blue or black pen and keep your entire signature inside the box so it can be scanned onto the front of your blue card.

It is an offence for a ‘disqualified person’ to sign the applicant’s declaration. Please see the Commission’s website for a list of disqualifying offences.

PART D – Proof of identify declaration

This part of the form must be completed by a prescribed person. A prescribed person is a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer.

The *prescribed person* must:

Step 1: ensure the applicant provides them with an application form which has Parts A, B and C completed in full.

Step 2: ensure the applicant 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 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 prescribed person.

Step 3: confirm the applicant’s **full name, date of birth** and **signature** in Part C 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 D, in either list 1 (section 22) or list 2 (section 23), and record the document number/s (if applicable).

PART E – Declaration by prescribed person

This part must be completed by the prescribed person.

The *prescribed person* must:

Step 1: complete and sign the declaration in Part E if satisfied that the applicant’s personal details in Part C of the application form exactly match the details on the original identification documents they have sighted.

Checklist

Applicant

Have you:

- completed all sections in **Part A** in full?
- completed the payment options in **Part B**?
- completed all sections in **Part C** in full including full name (and middle name if any), former name/s, date and place of birth?
- carefully read the Applicant'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)?

Prescribed person

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 applicant's full name, date of birth and signature?
- confirmed that the details recorded in **Part D** of the application form match those on the identification documents sighted?
- indicated in **Part D** 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 stop carrying on, or start a new regulated business
- 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

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