



commission for
children and young people
and child guardian

How to meet identification requirements to apply for a blue card

This information sheet provides guidance for people applying for a blue card who cannot provide the required identification documents. For example, they do not have a birth certificate or a bank account in their name, or their identification documents have been destroyed or lost due to fire, theft or natural disaster.

What identification documents do you need to apply for a blue card?

To satisfy the identification requirements on the blue card application form, you must provide either:

One original document from List 1 and one original document from List 2 which together show your **full name, date of birth and signature**.

List 1 + **List 2**

OR

Two original documents from List 1 which together show your **full name, date of birth and signature**.

List 1 + **List 1**

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 six months
- Australian taxation assessment notice dated in the last six months

What if I can't provide these documents?

If you do not have the required identification documents you need to complete a 'Request to consider alternative identification' form and submit it with your blue card application form.

You can get this form from the Commission's website at www.bluecard.qld.gov.au/employment/bluecard/identification.html or by calling the Blue Card Contact Centre on **1800 113 611** (freecall) or **3211 6999**.

How to complete the 'Request to consider alternative identification' form

Part A – Blue card applicant's details

Complete this section with your personal details.

The personal details you provide in this form should be the same as those on your blue card application form and your proof of identification documents.

Please write clearly using BLOCK letters.

Part B – Identification documents (if you can provide any)

If you have **any** identification documents from List 1 or List 2 please indicate which documents you have by ticking (✓) the relevant boxes in this section.

Example

If you have a number of List 2 documents but cannot provide a List 1 document, please provide additional List 2 documents.

For example, if you have a current Medicare card, a bank account card and a student card, tick these entries in Part B of the form.

Working with Children Check

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Request to consider alternative identification

A blue card applicant who cannot satisfy the Commission's identification requirements should lodge this form together with their blue card application so that the Commissioner can consider whether the alternative identification documents provided are sufficient for employment screening purposes.

To satisfy the identification requirements, you must provide:

EITHER List 1 + List 2
one original identification document from List 1 and one original identification document from List 2 which together show the **applicant's full name, date of birth and signature;**

OR List 1 + List 1
two original identification documents from List 1 which together show the **applicant's full name, date of birth and signature;**

If the blue card applicant is unable to satisfy the identification requirements above, they must submit their **full name, date of birth and signature** for the Commissioner's consideration.

How to complete this form
The blue card applicant must complete **Parts A, B, C and D**

The person responsible for signing the applicant's identification (employer/volunteer co-ordinator/prescribed person*) must complete **Part E**

* A prescribed person is a Justice of the Peace/Commissioner for Declarations/Police Officer/Lawyer

PART A Blue card applicant's details

- Family name
- First name/s
- Middle name/s
- Current postal address

Postcode

- Daytime contact no.

The following details are required for identification purposes

- Date of birth
- Place of birth

PART B Identification documents

If the blue card applicant is able to provide any identification documents from List 1 or List 2 please indicate the documents sighted below. Please tick the appropriate box and record the document number (where applicable).

LIST 1 Signature Document

Current driver licence/learner's permit/proof of age card (with photo)
Document No: _____

Issued in the state of: _____

Current passport (with photo)
Passport No: | _____

Non-Signature Document

Birth certificate (or extract)
Reference No: _____

Australian citizenship certificate or current document evidencing permanent Australian residency status
Reference No: _____

LIST 2 Signature Document

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 Positive Notice Blue Card (issued by the Commission)

Current student identification card issued by a tertiary education institution or school (with photo and signature)

Current Qld Gaming Machine Licence

Current Qld Licence issued under the Weapons Act

Non-Signature Document

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

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Part C – Alternative identification documents (other than List 1 or List 2 documents)

The Working with Children Check involves sensitive information so the Commission must be sure your personal details are correct before we can do the relevant checks. We need documents which prove your **full name, date of birth and signature**.

If you do not have the required documents (from List 1 or List 2) to prove your identity please provide the details in this section of the documents you can provide.

Alternative identification

Alternative identification documents might include:

- identification card from your place of employment
- library cards
- electoral enrolment card
- bank statement or ATO assessment notices more than six months old
- rates/utilities notice
- telephone bill
- certificate of Aboriginality
- the Commission's 'Declaration of Identity' document (for Aboriginal and/or Torres Strait Islanders)

Example

If you have:

- a List 1 non-signature document (eg. a birth certificate), and
- an alternative identification document (eg. an ATO assessment notice which is older than six months),

you should:

- in Part B, tick the box that says birth certificate, and
- in Part C, write that you have an ATO assessment notice that is older than six months.

PART C Alternative identification documents

Please provide details of the identification documents the blue card applicant is submitting for consideration.

At least 3 identification documents which together show the applicant's full name, date of birth and signature must be submitted.

1. *ATO assessment notice older than 6 months*
- 2.
- 3.
- 4.
- 5.

You must attach photocopies of the identification documents (both sides) you are submitting for consideration (including any documents indicated in Part B).

Please attach photocopies of the alternative identification documents you are providing to the Commission for consideration. Remember to copy both sides of the alternative identification documents where there is writing on both sides.

Information for Aboriginal and/or Torres Strait Islander applicants

If you are an Aboriginal and/or Torres Strait Islander and are having difficulty providing adequate identification documents to the Commission, we have a Declaration of Identity document which we accept as alternative identification.

You can get this document from the Commission's website at www.bluecard.qld.gov.au, your community justice group or regional government coordinator, or by telephoning the Blue Card Contact Centre on **1800 113 611** (freecall) or **3211 6999**.

The 'Declaration of Identity' document must be witnessed by one of the following people:

- Justice of the Peace
- Commissioner for Declarations
- Lawyer
- Medical Practitioner (Dr)
- Officer in Charge (Queensland Police Service)
- Director of Nursing (Queensland Health)
- Chair/Deputy Chair Council
- School Principal

Members of your family (ie. parents, grandparents, siblings, children or grandchildren) cannot sign this document.

Provide this document together with a 'Request to consider alternative identification' form when you submit your blue card application.

Example

If you only have one or more List 2 identification documents such as a current Medicare card or current bank account card and do not have **any** other identification documents, you should:

- tick in Part B that you have a current Medicare card (or bank account card), and
- complete and attach a 'Declaration of Identity' document.

Submit these forms with your blue card application.

Part D and E – Declarations

Applicant declaration

You must sign the declaration in Part D.

Employer declaration

Your employer, volunteer coordinator or a prescribed person must sign the declaration in Part E confirming that they have sighted your alternative identification documents and that these match your personal details provided.

Commission for Children and Young People and Child Guardian

Street address: Level 17, 53 Albert Street
Brisbane Qld 4000

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

Website: www.bluecard.qld.gov.au

Postal: PO Box 12671, Brisbane George Street
QLD Australia 4003

Contact us