

This form is to be completed by an individual proposing to start or continue in paid child-related employment.

**Important notice:** If you are eligible to apply for a blue card (please see **disqualified person\*** and **negative notice holder†** definitions on page 4), continue to complete this application. If you are not eligible, **do not** complete this form. Disqualified persons must complete an *Eligibility Declaration* and negative notice holders must complete the *Application to Cancel a Negative Notice* if two years have passed since the negative notice was issued.

**Please note:** a new employer must link you to their employee register before you begin work. They can link you in their online portal or by submitting the "Link a person to your organisation" form.

All fields marked with ▲ **MUST** be completed or your application can not be processed.

## ▲ 1. Proof of identity

To support your application, you **must** provide a clear, **certified copy** of an identification document (ID) or Customer Reference Number issued by the Queensland Department of Transport and Main Roads (TMR).

Examples of ID issued by TMR in Queensland include:

- Driver licence
- Motorcycle licence
- Proof of age card (18+ card)
- Marine licence
- Photo identification card

**What if you have never held one of the above products?**

You will need to visit a TMR customer service centre to have your photo taken and obtain a Customer Reference Number. You will not have to pay for this. Please call 13 23 80 to locate your closest service centre.

Mobile customer service units also operate in rural or remote communities. Alternatively, call 07 3211 6999 or 1800 113 611 for a remote pack.

**Queensland Transport and Main Roads ID or Customer Reference Number (CRN) details:**

Licence number or CRN:

A copy of your ID or Customer Reference Number must be certified as a true copy of the original by a **Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer**.

**If you do not attach a certified copy, it will delay your application.**

## ▲ 2. Payment options

The application fee is GST exempt (under division 81 of the *A New Tax System (Goods and Services Tax) Act 1999*), non-refundable and subject to change.

A **\$93.95** fee is required for paid employees and job seekers. Please select one of the following payment methods:

- Cash or EFTPOS** (over the counter transaction only)
- Cheque/money order**—made payable to Blue Card Services (ABN 60 789 586 626)
- BPoint**—pay by credit card at [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)

Receipt number

Date payment made

### OFFICIAL USE ONLY

Receipt number:

Date:

### 3. Personal details

Previous blue/exemption card number (if applicable):         /

▲ Title Mr  Mrs  Miss  Ms  Other

▲ Full legal name

First name  Middle name  Last name

No middle name (please tick)

Gender

Male  Female  Non-binary  Prefer not to state

▲ Date of birth

/  /

▲ Place of birth

Town/City  State/Territory  Country

Cultural identity (if applicable)

An Aboriginal person  A Torres Strait Islander person  An Aboriginal and Torres Strait Islander person  
 Prefer not to state  Do not identify

Current or former professional roles (if applicable)

Foster or kinship carer  Health practitioner  
 Operator/supervisor/carer of a child care or education service  Teacher

Languages spoken other than English

▲ Previous names or other names (if applicable)

It does not matter how long ago you used the name or for how long the name was used. For example:

- birth name
- name before marriage
- married name
- alias
- change by certificate
- adoption
- changed order of name
- name used on legal document

First name  Middle name  Last name

If you require more space, please tick this box  and attach a separate list.

### 4. Contact details

Current postal address (within Australia)

Suburb  State  Postcode

Current residential address (if different from above)

Suburb  State  Postcode

Telephone (daytime)

(  )

Email

Telephone (mobile)

## 5. Declaration

I declare that:

- I have read the information on page 4 and I am not disqualified from applying for a blue card\*;
- I have read the information on page 4 and I do not hold a negative notice<sup>†</sup>;
- I am the applicant named in this form and I have provided all other names or aliases that I use or have used in the past;
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of assessing my eligibility to work with children;
- I consent to information from any police, court, prosecuting authority or other authorised agency being obtained and for the police, courts, prosecuting authority or other authorised agency to disclose any information for the purposes of ongoing checks while my application or working with children clearance remains current;
- I understand that the information obtained includes but is not limited to details of convictions<sup>‡</sup> and pending or non-conviction charges<sup>§</sup> or information on the circumstances relating to offences committed or allegedly committed by me, regardless of when and where the offence or alleged offence occurred;
- I have read and understand the contents of this form;
- I understand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or my child-related employment ends; and
- I understand and will comply with my obligation to notify Blue Card Services immediately if my police information changes.<sup>‡</sup>

Signature of applicant/cardholder

Date of signature

## Next step

Applications may be lodged by one of the following methods:

- 📄 **Scan and upload**  
[www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard)
- ✉ **By post**  
PO Box 12671, Brisbane George Street QLD 4003
- 🏠 **In person**  
53 Albert Street, Brisbane QLD 4000
- 📠 **By fax**  
07 3035 5910

## Important information

You can withdraw your consent to screening at any time before a decision is made.

### \*Disqualified person

**It is an offence for a disqualified person to make a blue card application.**

A disqualified person is someone who:

- has been convicted<sup>‡</sup> of a disqualifying offence, which includes having sex with a child (irrespective of the type of relationship e.g. teenage boyfriend/girlfriend, unlawful carnal knowledge), other child-related sex or pornography offences, murder and other serious sexual or violent offences against an adult or child (irrespective of the penalty and regardless of when and where it occurred); or
- is the subject of:
  - reporting obligations or an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
  - a disqualification order issued by a court prohibiting them from applying for or holding a blue card; or
  - a sexual offender order under the *Dangerous Prisoners (Sexual Offenders) Act 2003*; or
- is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*.

<sup>‡</sup>Conviction/convicted 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.

<sup>§</sup>Non-conviction charge means, whether a person was charged as an adult or a child, a charge: that has been withdrawn; that has been the subject of a nolle prosequi, a no true bill or a submission of no evidence to offer; that led to a conviction that was quashed on appeal; or upon which a person was acquitted or disposed of by a court otherwise than by way of conviction.

A disqualified person can apply to be declared eligible to apply for a blue card in certain limited circumstances.

Further information about disqualified persons is available from [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard) or by contacting Blue Card Services on 07 3211 6999 or 1800 113 611.

### †Negative notice

**It is an offence for a negative notice holder to make a blue card application.**

A negative notice holder is someone who:

- has been issued a negative notice after applying for a blue card; or
- was issued a negative notice after their blue card was cancelled due to a change in police or disciplinary information.

A negative notice holder can only apply to cancel a negative notice if two years have passed since the negative notice was issued, or in other limited circumstances. This can be done by completing the *Application to Cancel a Negative Notice* form.

For more information about the blue card system and your obligations go to [www.qld.gov.au/bluecard](http://www.qld.gov.au/bluecard).

## 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 is the respondent to an application for an offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or
- where the person becomes subject to reporting obligations or a child protection offender prohibition order under the *Child Protection (Offender Reporting and Offender Prohibition Order) Act 2004*; or a disqualification order; or a sexual offender order.

## Privacy notice

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000* (WWC Act).

Your personal information is being collected for the purpose of verifying your identity, processing and assessing your application for a blue/exemption card, including your eligibility to work with children, contacting you to provide or obtain more information about your application and the blue/exemption card process, producing and issuing your blue/exemption card, administering the blue card system and meeting your obligations under the WWC Act.

DJAG will disclose your personal information to organisations you work for, or expect to work for, or provide services to, including information about whether you have a current application for or hold a current blue/exemption card, the outcome of this application which may include its withdrawal or negative notice and if your blue/exemption card is subsequently suspended or cancelled.

DJAG will also disclose your personal information to courts, law enforcement agencies, regulatory, governing, disciplinary or supervisory bodies, other Australian agencies that conduct screening of people who work with children or vulnerable people, other government agencies to verify your identity, including the Department of Transport and Main Roads (TMR), TMR and their card producer to produce your blue/exemption card, DJAG's information and communication technology service providers for the purpose of system support and development, authorised users of the home-based care register which is kept pursuant to the WWC Act and anyone you have agreed for DJAG to discuss your application with. TMR will provide the photograph they hold of you to their card producer and your photograph will be displayed on your blue/exemption card.

Your personal information may be transferred overseas where you access DJAG online services from outside Australia, where a service provider who provides services to DJAG has servers located outside Australia and in exceptional circumstances for card production purposes. Some email service providers store emails outside Australia. If yours does, then emails sent to you by DJAG will be stored outside Australia.

DJAG publishes confirmation about whether your blue card is valid.

DJAG may use electronic communication to provide information and to collect for research purposes.

DJAG manages your personal information in accordance with the WWC Act and the *Information Privacy Act 2009* and will not disclose your personal information to other third parties except in accordance with the WWC Act and the *Information Privacy Act* or where otherwise required by law.

## Human Rights

Section 58 of the *Human Rights Act 2019* (Qld) requires public entities to act compatibly with human rights. Blue Card Services will give proper consideration to relevant human rights in its decision making.

### Blue Card Services, Department of Justice and Attorney-General

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

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