

## How to apply for Registration

If you need to apply for registration to work with children, this fact sheet will assist you with the application process.

Are you still unsure whether you need to apply? Then you should read the fact sheet

*'A guide to the 3-year phased in approach for child-related sectors'* at the Working with Children Registration website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

### Process for applying for Registration

There are two steps to applying. The first step is an online application form, the second step is to be completed at a Service Tasmania shop.

#### STEP 1 – Fill in online application form

- Go to the Working with Children Registration website at [www.justice.tas.gov.au/working\\_with\\_children/application](http://www.justice.tas.gov.au/working_with_children/application) and fill in the online application form. If you don't have access to the internet, please call 1300 13 55 13 for assistance.
- Please ensure that the details you provide to us are *exactly the same* as the details on your identity documents. If you make a mistake, please re-do the form to avoid problems at the next step – establishing your proof of identity.
- Once you have submitted the form, you will receive an application receipt. This receipt is important for the next step. If you cannot print the receipt for any reason, write down the application 'reference number'.

#### STEP 2 – Present your Proof of Identity at Service Tasmania

Go to a Service Tasmania shop with your:

- application receipt or reference number
- proof of identity (see below)
- payment (\$103.60 for employment, \$17.76 for volunteering)

**NOTE:** You must bring all three of these items for your application to proceed.

You cannot send someone in with your identity details. To prove your identity, you must appear **in person** at Service Tasmania with your own documentation (this cannot be done outside Tasmania).

To find a Service Tasmania shop near you, go to the Service Tasmania website:

[www.service.tas.gov.au/about/shops/](http://www.service.tas.gov.au/about/shops/)

You cannot submit proof of identity for someone else.

## Proof of Identity

Proving your identity is an important step in the application process. This step establishes your identity including your age and residential address.

You must provide proof of your identity when completing the application process with Service Tasmania.

The best way to prove your identity is by presenting an Australian Photo Driver Licence with your correct name and address details on it.

However, if the name and/or address details are not correct on your drivers licence, or if you don't hold a drivers licence, then there are other ways to provide proof of your identity.

You should read the fact sheet '*Proof of Identity*' at the Working with Children Registration website:

[www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

## Receiving your results

If your application is successful, your Working with Children Registration Card will be posted out to you.

We will contact you by either post or mail (whichever you have indicated on your application form) should there be any issues with your application. The application process will take some time, so it's important to allow time for your application to be processed. We recommend you apply **at least six weeks** before you need your Working with Children Registration.

## Penalties for not complying

If you do not hold a Working with Children Registration within the required timeframe listed in the fact sheet '*A guide to the 3-year phased in approach for child-related sectors*' you will be committing a criminal offence, and serious penalties apply. On the spot fines of up to \$1400 can be issued where a person is found to be working or volunteering in a role that requires registration.

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## For more information contact

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