

# How to apply for a Volunteer Working with Children Check

workingwithchildren.vic.gov.au

For volunteers

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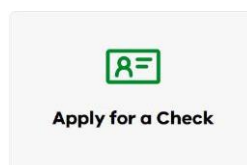
Apply online to get your free Working with Children Check

A



Visit the Working with Children website:  
[workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

B



Click 'Apply for a Check'

C



Select 'Apply from Victoria'

D

Fill in the application form:

## 1. Verify your identity

You will need to prove your identity as the first step in your WWCC application. You can save time by doing this online, or take your proof of identity documents to the Post Office for verification in person.

## 2. Your details

Have you applied for a Victorian Working with Children Check before?

☐ Yes

☒ No

What kind of check do you need?

☐ Employee

☒ Volunteer

## 3. Your details

## 4. Contact details

## 5. Organisation details

It is extremely important to use the address and phone number below for organisation details:

St Michael's Primary School

Seymour Street

Traralgon VIC 3844

Phone: 03 5174 3295

Occupational fields = Educational institutions

Occupational type = Volunteer

## 6. Review

## 7. Consent and declaration

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Get your email verification and barcode



Check your email for verification of your application and a barcode from Working with Children Victoria.

Print out your barcode or save a digital copy onto your phone.

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## Go to an Australia Post branch

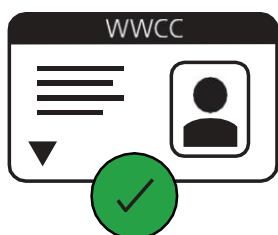


Visit an Australia Post branch with your identification and the email barcode. The barcode is your confirmation of the WWCC application.

You do not have to pay for a Volunteer Working with Children Check — they are free. You will also be asked to take a photo at the Post Office, which is also free. It will form part of your WWCC card.

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## Your application outcome



You and St Michael's Primary School should receive notification about your WWCC within 3-12 weeks of your application. If your application is successful, you will receive a WWCC card sent to your home address. Please keep it in a safe place.

If you receive a notification that your application has not been successful, or you are not sure what the response means, please get in touch with St Michael's Primary School [compliance@stmtraralgon.catholic.edu.au](mailto:compliance@stmtraralgon.catholic.edu.au)

## Privacy Information

St Michael's Primary School will only collect personal information that is necessary for it to perform its functions and activities.

The primary purpose of collecting personal information is to enable St Michael's Primary School to carry out its functions and activities. Personal information will be used for that purpose, and in other cases where consent has been given.

Thank you for helping us to ensure child safety at St Michael's Primary School.

