

Instructions for Working with Children Checks

This document contains instructions on how to:

1. Apply for a WWCC- for those who currently do not have a WWCC
2. Renew your WWCC- for those whose WWCC has expired
3. Link an existing WWCC to St Clement of Rome

Apply for a WWCC

Go to the Department of Justice website www.workingwithchildren.vic.gov.au

Click on the 'Apply for Check' button and follow the prompts to complete your application online. When completing your application, you will be asked to enter the following details in the appropriate places:

Surname

First Given Name

Middle Given Name

Are you known by another other name, if so please provide details?

Residential address in the last five years.

Date of Birth

Country, State, and Town of Birth.

Home Telephone Number

Mobile Number

Check Type: VOLUNTEER

Occupational Code: 64- RELIGIOUS ORGANIZATION

You have the option of confirming your identity digitally or at the Post Office by providing them the QR code. At least **three** of the following documentation is required for confirmation of your identity.

Driving Licence

Medicare Card

Pensioner's Card

Senior's Card

Bank Card

Credit Card

Private Health Insurance Card

Passport

Centrelink Card

There is NO CHARGE for Volunteers and the accreditation is valid for 5 years.

When the Department of Justice has completed processing your application, they will notify us directly of the details of your WWCC.

Renew your WWCC

To renew a WWCC that has expired, go to www.workingwithchildren.vic.gov.au , click on “Renew your Check” button and follow the prompts.

Link an existing WWCC to St Clement of Rome

If you have a WWCC from another organization, you must link it to our Church, so that the Department of Justice is aware that you volunteer at St Clement of Rome Parish and can notify us of all relevant details relating to your WWCC.

Go to www.workingwithchildren.vic.gov.au , click on the “Update my Details” button and follow the prompts.

- If you need any assistance with this, we are happy to help you.
- Please ring the Parish Office on 9850 32 62.