

How to apply for a Volunteer Working with Children Check

Service Victoria App

For volunteers

1 Apply via Service Victoria to get your free Working with Children Check

A



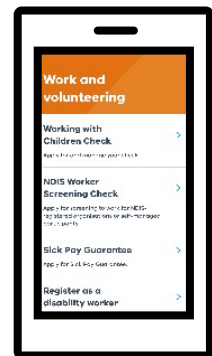
Visit the Service Victoria App
(via App Store on iPhone/Android)

B



Click 'work and volunteering'

C



Select 'Working with Children Check'

D

Fill in the application form:

1. Application type

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

Yes No

What kind of check do you need?

Employee Volunteer

2. Your details

3. Contact details

4. Organisation details



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

Parks Victoria
Level 10, 535 Bourke Street
Melbourne VIC 3000
Phone: 03 8627 4699
Occupational fields = Educational institutions
Occupational type = Volunteer

5. Review

6. Consent and declaration

2

Prove your identity online

A



Take a photo of your first ID



B



Scan your face



C



Take a photo of your second ID



D



Take or upload a photo

3

Your application outcome



You and Parks Victoria 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 your Parks Victoria contact or the Statewide Volunteer Team at volunteer@parks.vic.gov.au

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Upload your WWCC details onto ParkConnect



After receiving your WWCC card in the mail, you will need to upload the details and a photo of the card onto ParkConnect. It is important that the Parks Victoria Volunteer team have a record of your WWCC information.

Follow the steps on the 'How to upload your WWCC onto ParkConnect' or watch the short video showing how to upload [here](#).

Privacy Information

The primary purpose of collecting personal information is to enable Parks Victoria to carry out its functions and activities. Personal information will be used for that purpose, and in other cases where consent has been given. For more information on our privacy policy, please visit parks.vic.gov.au/privacy