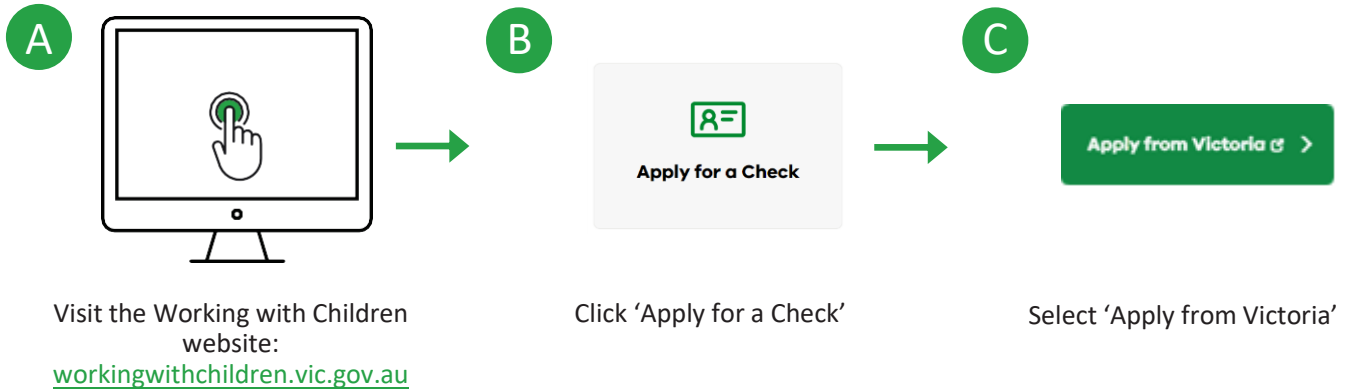


# How to apply for a Volunteer Working with Children Check

workingwithchildren.vic.gov.au

For volunteers

## 1 Apply online to get your free Working with Children Check



### 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:

Parks Victoria  
Level 10, 535 Bourke Street  
Melbourne VIC 3000  
Phone: 03 8627 4699  
Occupational fields = Educational institutions  
or Clubs/Associations  
Occupational type = Volunteer
- 6. Review**
- 7. Consent and declaration**

## 2 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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### IF YOU DID NOT VERIFY YOUR ID ONLINE Go to an Australia Post branch



If you were unable to verify your identification online you will need to 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

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### 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](mailto: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 [‘How to upload your WWCC onto ParkConnect’](#) or watch the short video showing how to upload [here](#).

### Privacy Information

Parks Victoria 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 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.

Thank you for helping us to ensure child safety at Parks Victoria.