

Instructions on how to apply for a Working with Children (WWC) Number

Host Parents' and Adults' Declaration - Volunteers and Host parents/adults over 18

1. Go to the website:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

2. Complete an online application form and follow the instructions

Ensure to select the correct category: **volunteer worker**. There is no fee for Volunteers. (Please note that if you choose 'paid worker' by mistake, the \$80 fee is not refundable.) Checks will be valid in NSW for five years

You will be asked to select the 'purpose of the check'. Please select –

Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

You will be asked to select the 'child-related sector'. Please select –

Parent Volunteer – other

Once you have submitted the form, you will receive an application number (APP) that looks like this: APP1234567

3. Go to a Services NSW office (previously Roads and Maritime - RTA) with Proof of Identity and APP number

Please allow up to **four weeks** to receive your results. If you are cleared, you will receive a WWC number by email

4. Email the WWC certificate to acsmf@sydgram.nsw.edu.au

Ensure that the number is clear

5. Email the SGS Host Parents and Adults Declaration form and dates of birth for all adults over 18, with names as written in passports to acsmf@sydgram.nsw.edu.au

6. Provide a copy your photo ID (passport or drivers' licence etc.) to acsmf@sydgram.nsw.edu.au

