

# Step by Step: Registering for a “Working with Vulnerable People” Card

## Introduction

A Working with Vulnerable People registration (WwVP) is a background screening check which is in place to make sure that people who care for children and who come in contact with children through other activities are safe people.

In Tasmania, under the [Registration to Work With Vulnerable People Act 2013](#) (the Act), all people who engage in child-related work are required to hold a WwVP registration. **Carers and other members of the carer’s household over 16 years of age**, who reside in or have regular contact with the household need to hold a current WwVP registration.

## What do I need to do?

If you do not hold a current WwVP registration (either approved, or conditional), you cannot become a carer. If you are already a carer and you don’t have a current WwVP registration you are no longer eligible to care for children; and Children, Youth and Families will take steps to make alternative placement arrangements for the child or children in your care or suspend carer payments until you have met the requirement. If you are a current carer, and a person over the age of 16 lives at your house, stays at your house sometimes or visits your house regularly who doesn’t have a current WwVP registration, you will be asked to implement safety plans until such time as the necessary registration has been completed. Carer payments may also be suspended until the registration has been completed.

## Who needs to apply?

All carers (foster, kinship & respite) and all other adult occupants (16 years or older) who are living in a care household, temporarily staying at the home, or frequently visiting the home are required to hold a WwVP registration (Volunteer).

Persons over 16 years of age who also reside in out of home care do not require this registration (as they are engaged in the same activity, in the same capacity).

## For internet direct application, you will need:

- **Email address** (if you do not provide an email address you will need to write down the reference number which will appear on your screen immediately after submitting the application)
- **Identification** (see below)

**No internet access?** Please call Service TAS on 1300 135 513 (option 4) for assistance.

## STEP 1

Go to: <https://www.cbos.tas.gov.au/topics/licensing-and-registration/work-with-vulnerable-people/applications/apply>

Scroll down and click ‘Start my application’

For the following questions select these options:

- Class of Registration : *Volunteer*
- Registration Categories : *Child-related activity*
- Regulated Activity : *Child protection service*

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### *Employment and Volunteering Details:*

- Organisation Name : *Life Without Barriers*  
*352 King Street, Newcastle NSW 2300*
- Contact Name : *Shared Services*
- Contact Phone : *02 4033 4600*
- Contact Email : [sharedservices@lwb.org.au](mailto:sharedservices@lwb.org.au)
- Job title : *Foster Carer or Household Member (optional)*
- Capacity : *Volunteering*

*Remember to print out the record or write down the Reference Number given on submission and please give this number to Jo Van Leeuwen at Life Without Barriers ([josine.vanleeuwen@lwb.org.au](mailto:josine.vanleeuwen@lwb.org.au))*

### STEP 2

Go to **Service Tasmania** (you must go yourself as you will need to have your photo taken)

Bring the following:

- Your application reference number
- Proof of your identity (see next pages)  
Applicants under the age of 18 are required to have a legal guardian and/or parent accompany them to Service Tasmania. The legal guardian and/or parent is required to confirm their own identity by bringing their own minimum proof of identity documents and provide a link document between the applicant and legal guardian and/or parent, such as a birth certificate
- Payment (\$21.36 for volunteering). NOTE: if you chose to make the payment on your credit card as part of the application process, you still need to go to Service Tasmania to have your photo taken.

### STEP 3

Receiving your **results**

- If your application is successful, a Working with Vulnerable People Card will be posted to you. If there are any issues with your application, you will be contacted.
- The application process takes about 6 weeks.
- Your registration is valid for 5 years. You will receive a reminder when it is time to renew your registration.

### Proof of Identity

Proving your identity is an important step in the application process.

You must provide **4** pieces of identification:

- 1 x Commencement of identity document
- 1 x Primary use in community document
- 2 x Secondary use in community documents

**IMPORTANT:** All documents presented as proof of identity must be current. Please [contact CBOS](#) if you do not have access to a document needed to meet the ID requirements.

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### Commencement of identity documents (show one of these):

- Full Australian Birth Certificate (not an Extract or commemorative certificate) issued by Births, Deaths and Marriages
- Australian passport
- Australian Visa current at the time of entry into Australia as a resident or tourist supported by current overseas passport \*\*
- Australian Government issued immiCard enabling the cardholder to prove their visa and/or migration status and enrol in services \*\*
- Identity certificate issued by Department of Foreign Affairs and Trade (DFAT) to:
  - refugees and non-Australian citizens for entry into Australia
  - Australian citizens who have the nationality of a Commonwealth country for travel purposes
- Australian citizenship or naturalisation certificate (including Citizenship by Descent)

\*\* If you don't have evidence of your current visa, contact the [Australian Department of Home Affairs](#)

### Primary use in community documents (show one of these):

- Australian driver licence, learner permit or provisional licence issued with a signature and photo
- Australian marriage certificate (church or celebrant-issued certificates are not accepted)
- Overseas passport with a valid visa
- Proof of age, personal information card or photo identity card issued by an Australian Government agency with a signature and photo
- Firearms licence showing a signature and photo (not minor or junior permit or licence)
- Student identification card for persons under 18 years of age

### Secondary use in community documents (show two of these):

- Medicare card
- Australian security guard or crowd control licence
- Department of Veteran Affairs or Centrelink pensioner concession card or other entitlement card issued by Australian Government  
**Note:** card or interim letter are suitable evidence - statements will not be accepted
- Consular photo identity card issued by DFAT
- Photo identity card issued by the Australian Defence Force
- Police force ID card issued to an officer
- Student identity card with photo issued by educational institution - if no expiry date, will be accepted up to two years from issue date
- Academic transcript from an Australian university up to 12 months from issue date
- Council rates assessment notice issued within the last 12 months old
- Utility bill issued within the last 12 months showing applicant's name and address
- Current plastic bank account or credit card, with family name, given name in full and signature  
**Note:** to use more than one bank or credit card as a secondary community document, the cards must be from different financial institutions
- Bank statement or letter issued within the last 12 months including applicant's family name and given name in full, account number or account type and financial institution letterhead or branch stamp

**If documents are lost, damaged or expired** - you will need to replace or renew the documents or use an alternative.

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### Name changes

All proof of identity documents must include the applicant's full name. If documents show a former name, evidence of any name change must be included in addition to the four ID documents. These can include:

- Change of Name Registration issued by Births, Deaths and Marriages; Deed Poll or overseas issuing authority
- Marriage Certificate issued by Births, Deaths and Marriages (or interstate/overseas registry office equivalent) **Note:** church or celebrant issued certificates are not accepted
- Divorce papers issued by Court, indicating the name being reverted to
- Guardianship Order
- Relationship certificate
- Adoption papers issued by Court

The combination of identity documents must contain an applicant's:

- Given name and family name in full
- Date of birth
- Photograph

### For more information contact:

Phone: 1300 135 513, option 4 (Service Tasmania)

Phone: 1300 654 499, option 1 (Consumer, Building and Occupational Services - WWVP)

Email: [RWVP@justice.tas.gov.au](mailto:RWVP@justice.tas.gov.au)

Post: PO Box 56, Rosny Park, TAS 7018

Web: [www.cbos.tas.gov.au](http://www.cbos.tas.gov.au)