

Queensland Working with Children Check – Verification

Why is WWCC important?

You have a LEGAL OBLIGATION to not engage anyone in child related work who does not have a valid working with children check. You can check the status of the WWCC using the status checker on the Queensland government page (links below). This process ensures that the organisation is compliant and if the organisation is non-compliant, they may be subject to penalties under the Act.

STEP 1 – Select Card

All employees & volunteers are required to have a blue card or an exemption card and it is a legal requirement for an organisation to validate all WWC cards. Card validations are completed at <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/organisations/valid> Select Blue card or Exemption card.

Complete a card validity check

I am checking the validity of a

☒ Blue card

☐ Exemption card

STEP 2 – Blue Card Verification

Complete the card holder's name, card number and expiry date

Blue card details to validate

Blue card holder's name
(as appears on card)

Card number

 /

Card expiry date

Validate Card

Clear

STEP 3 Exemption Card Verification

Complete the card holder’s name, card number and expiry date. Click ‘Validate Card’.

Exemption card details to validate

Exemption card holder's name

(as appears on card)

Card number

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What is the card expiry date?

Validate Card

Clear

STEP 4 Results

Status	Meaning	Outcome
Application pending	Applicant has verified identity with TMR but has not applied	Cannot work with children
Application in progress	Blue or exemption card application is in progress	Cannot work with children (unless applying for an exemption card)
Valid card and application in progress	Holds valid blue or exemption card and has submitted a renewal application	Can work with children

Valid card	Blue or exemption card issued and is active	Can work with children
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Valid clearance	Blue or exemption card issued but the card is not active	Can work with children
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No valid card— contact Blue Card Services	Person does not have an application in progress, or a valid card	Cannot work with children
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Negative notice	Person has a current negative notice	Cannot work with children
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Disqualified person	Person is disqualified	Cannot work with children
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Card suspended	Blue or exemption card has been suspended	Cannot work with children
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STEP 5 Maintain as WWCC Register

Once you have completed Step 4, enter the details of your workers into a WWCC register like the example below.

This register should be treated as a live document and updated as workers join your organisation or renew their checks.

Maintaining a register will allow you to prove that you are complying with your legal obligations relating to WWCC verification if you are ever audited or if an issue occurs.

Full Name	Position	Date of Birth	WWC number	Start date	Verification date	Verification outcome	Expiry date	Paid or volunteer work
John Smith	Football Coach – U11's	26/06/1977	WWC000XXE	30/06/2023	29/06/2023	Cleared	27/06/2028	Volunteer