



Uniting Church in Australia
SYNOD OF VICTORIA AND TASMANIA

Getting a WWCC card checklist

To apply for a WWCC card you will need:

- An email address and internet access
 - If you don't have email and internet access, this could be organized by someone in your congregation, or the institution you are volunteering for. If this is not possible contact the Culture of Safety Unit.
- To apply online you will also need:
 - Two identification documents, one with a photo (e.g. passport and driver's license)
 - [Medicare card, birth certificate, immiCard]
 - Access to a recent mobile phone - so that you can take picture and upload it
- With these things go to <https://www.workingwithchildren.vic.gov.au/> and make your application
 - If you don't have the appropriate ID documents, or access to a mobile phone, you can start your application online, and complete it in a post office.
- Unless you are a paid employee of the Church, apply for a Volunteer Card, and the application is free
- In the application, list the Organisation as:
 - Your Congregation's name
 - Address: Level 2, 130 Lonsdale St, Melbourne
- Occupational field: 64 Religious organization

To renew your card:

- Can be renewed 6 months before expiry, or 3 months afterwards. Otherwise, it's a new application, see above)
- You can change from being a volunteer to being an employee, or from employee to volunteer
- Volunteer renewals are free
- Please check associated organization, and ensure that you are listed with:
 - Your Congregation's name
 - 130 Lonsdale St, Melbourne as the address
 - NOTE the change of address of the Synod office, it is no longer in Lt Collins St.