

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)
 - Other government-issued ID (e.g Medicare card, birth certificate, immiCard)
 - Access to a smartphone - so that you can take picture and upload it to your application
- With these things ready, go to <https://www.service.vic.gov.au/find-services/work-and-volunteering/working-with-children-check> and make your online 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 through the following link <https://www.vic.gov.au/person-applications>
- Unless you are a paid employee of the Church, apply for a Volunteer Card, and the application is free
- In the application, you must list the congregation you volunteer or work for as follows:

Your Congregation's name

Address: Level 2, 130 Lonsdale St, Melbourne

Phone number 0391161400

Email: wwccr@victas.uca.org.au

Additionally, if you are required by your congregation to also notify them about the WWCC, please list an additional entry in the organizations as follows:

Your Congregation's name

Address: Your congregation address

Congregation Phone number

Email: your congregation email address

- The Child-related work field is: 64 Religious organizations

To renew your card:

- It can be renewed 6 months before expiry, or 3 months after expiration date. Otherwise, it's a new application, (as per above steps)
- 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 both of your congregations are listed as per above information.