

How do I apply?

PLEASE NOTE! You do not need to apply in 2013 unless:

- a) you are starting a new paid job in child-related work
- b) you work or volunteer in one of the following industry sectors:
 - child protection
 - disability services
 - religious services (work as a minister, priest, rabbi, mufti or similar religious leader or spiritual officer of the organisation)
 - youth workers
 - authorised carers (foster carers and other authorised carers of children in statutory and supported out-of-home care)
 - adult household members of
 - an authorised carer (as defined above)
 - a family day care service provider
 - a home-based education and care service provider

If you do not fit either of these categories, you will be phased in. Refer to the [FACT SHEET: Phase in schedule](#) to find out when you should apply.

Applications open on 15 June 2013. You cannot apply before this date.

STEP 1: Fill in an application form online

- Go to www.newcheck.kids.nsw.gov.au and fill in the online application form. You will be asked whether your child-related work is paid or unpaid.
- If you cannot access the online system, call a Customer Support Officer on (02) 9286 7219 for assistance with your application.

Once you have submitted the form, you will receive an application number that looks like this: APP1234567E (the 'E' means it is for paid work) or APP1234567V (the 'V' means it is only valid for unpaid work).

STEP 2: Present proof of your identity

- Go to a [NSW motor registry or NSW Council Agency](#) that offers RMS services with:
 - **your application number AND**
 - **proof of your identity** (same as for a NSW driver's license).

You must have BOTH of these items for your application to proceed.

- If you are in paid work, you will also be required to pay an \$80 fee for a five year clearance (see [FACT SHEET: Fee information](#)).

You will not be required to prove that you are a volunteer or paid worker. The Customer Service Operator at the NSW motor registry or Council Agency will know which type of Check you have applied for by the letter at the end of your application number. 'E' means your Check is for paid work, 'V' means it is for unpaid work only.

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Most applications will be processed within 48 hours.

PLEASE NOTE! Before you go to a NSW motor registry or Council Agency that offers RMS Services:

- **You MUST take your application number with you.** Customer Service Operators cannot look it up on their system. If you do not have your application number, you cannot proceed with your proof of identity requirement.
- **You cannot submit proof of identity for someone else.** To prove your identity, you must appear in person with your own documentation
- **Proof of identity cannot be performed outside of NSW.** It MUST be completed at a NSW motor registry or Council Agency
- Check the opening hours before you go.

FIND A NSW MOTOR REGISTRY

There are [126 motor registries in NSW](#). To find the one nearest you, go to www.rta.nsw.gov.au and click *Find a motor registry* in the list of quick links.

NSW COUNCIL AGENCIES THAT OFFER RMS SERVICES

**Information correct at time of publication. You are advised to check the opening times before attending in person.*

Name	Address	Operating Hours*
Balranald Council Agency	70 Market Street Balranald 2715	Tues to Fri 9.30 to 4.00 Closed for lunch 1.00 to 1.45
Barham Council Agency/GAC	15 Murray Street Barham 2732	Mon to Fri 9.00 to 4.00
Barraba Council Agency	27 Alice Street Barraba 2347	Mon to Fri 8.30 to 4.30 Closed for lunch 12.00 to 1.00
Bingara Council Agency	24 Maitland Street Bingara 2404	Mon Wed & Fri 9.00 to 4.00 Closed for lunch 1.00 to 2.00
Blue Mountains City Council Agency	2-6 Civic Place Katoomba 2780	Mon to Fri 8.30 to 5.00
Bombala Council Agency	71 Caveat Street Bombala 2632	Mon to Fri 9.00 to 4.00

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Bourke Council Agency	29 Mitchell Street Bourke 2840	Mon to Fri 8.30 to 4.00 Closed for lunch 1.00 to 2.00
Brewarrina Council Agency	57 Bathurst Street Brewarrina 2839	Fri 10.00 to 3.00 Closed for lunch 1.00 to 2.00
Cobar Council Agency	Linsley Street Cobar 2835	Mon to Fri 8.00 to 4.00
Condobolin Council Agency	58-64 Molong Street Condobolin 2877	Mon to Fri 8.30 to 4.30
Coolah Council Agency	59 Binnia Street Coolah 2843	Mon Wed & Fri 9.00 to 4.00
Coonamble Council Agency	Shop 4, 26-30 Castlereagh Street Coonamble 2829	Mon to Fri 9.00 to 4.00 Closed for lunch 12.30 to 1.30
Corowa Council Agency	100 Edward Street Corowa 2646	Mon to Fri 9.30 to 4.30 Closed for lunch 1.30 to 2.00
Crookwell Council Agency	44 Spring Street Crookwell 2583	Mon to Fri 9.00 to 4.00
Dungog Council Agency	Dowling Street Dungog 2420	Mon to Fri 8.45 to 4.30 Closed for lunch 12.00 to 1.00
Gilgandra Council Agency/GAC	20 Miller Street Gilgandra 2827	Mon to Fri 8.30 to 4.00
Gloucester Council Agency	89 King Street Gloucester 2422	Mon to Fri 10.00 to 4.00
Junee Council Agency	Belmore Street Junee 2663	Mon to Fri 9.00 to 4.30
Lake Cargelligo Council Agency	35A Foster Street Lake Cargelligo 2672	Mon Wed & Fri 9.00 to 4.30 Closed for lunch 12.30 to 1.30
Merriwa Council Agency/GAC	34-40 Vennacher Street Merriwa 2329	Mon to Fri 9.00 to 4.00
Moama Council Agency	6 Meninya Street Moama 2731	Mon to Fri 9.00 to 4.00
Moulamein Council Agency/GAC	21 Morago Street Moulamein 2733	Mon to Fri 9.30 to 1.00
Quirindi Council Agency	52A Station Street Quirindi 2343	Mon to Fri 8.30 to 3.00
Temora Council Agency	105 Loftus Street Temora 2666	Mon to Fri 9.00 to 4.00 Closed for lunch 12.30 to 1.30
Tumbarumba Council Agency/GAC	Bridge Street Tumbarumba 2653	Mon to Fri 9.00 to 4.00
Walcha Council Agency	2 Hamilton Street Walcha 2354	Mon to Fri 8.30 to 4.15
Warialda Council Agency	52 Hope Street Warialda 2402	Tues to Fri 9.00 to 4.00 Closed for lunch 12.00 to 1.00
Warren Council Agency	115 Dubbo Street Warren 2824	Mon to Fri 8.30 to 4.30
Wilcannia Council Agency	32-35 Reid Street Wilcannia 2836	Mon to Fri 9.30 to 4.00 Closed for lunch 12.30-1.30

See also:

[Child Protection \(Working With Children\) Act 2012](#)

[Child Protection \(Working With Children\) Regulation 2013](#)

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