

## Applying for a Working with Children Check



If you volunteer with children (anyone under 18 years of age) at Gateway, you must hold a valid Working with Children Check and have us listed as an organisation where you work with children.

Here's a quick guide of the process for getting a WWCC and the information you'll need to list us as part of your application. It's a two-part process that you start online, and finish in person at a post office.

1. Head to [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au) and click on "apply for a check"
2. Follow the prompts – as you are unpaid, select volunteer and there is no cost to the process. If you are paid to work with children, even if it's not at Gateway, you need to select 'Employee' and there will be a cost.
3. Continue to follow the prompts. Ensure you have access to the email address you enter as you will be emailed important information.
4. When you get to "Organisation Details", you'll need to add us as an organisation (along with anywhere else you work or volunteer with children). Our detail are:  
Gateway Church  
P.O. Box 2616 Seaford VIC 3198  
03 9785 7500
5. For us, under 'Occupational fields', you need to add 2 fields which will cover the various events you may be involved in with children for Gateway (plus any other relevant fields for other child related work you may do):  
"10 All overnight camps for children"  
"64 Religious organisations"
6. An identity check is part of the process. You can either complete this online, or at a Post Office – but if possible, it is much easier to complete online. You can verify your identity online if you have 2 of the following documents, including one with your photo:
  - Australian driver's licence or learner's permit
  - Australian passport including a passport that has expired no more than years ago
  - Medicare card
  - Current Australian visa or document for travel within Australia
  - Immigration (Immi) card issued by the Australian Government
  - Australian birth certificate
  - Australian citizenship certificate
  - State registry marriage certificate
7. Once you complete the online portion, you'll be emailed a barcode. Assuming you verified your identity online, you just need to bring that barcode (either on your phone, or printed out) to a post office along with 1 form of photo ID (like a drivers licence). If you have elected to verify your identity offline, refer to the information provided for what you'll need to bring to the post office.
8. The post office will verify your application against your ID and take a photo free of charge for your WWCC card. If you're paying for an employee WWCC, this is also when you'll be charged for your check.
9. Once you have passed, you'll receive your WWCC card by mail, and we will also be notified by mail.