

# NEW SOUTH WALES

## Working with Children Check instructions



Ardoch is committed to protecting children's rights, safety and wellbeing and has a zero-tolerance approach to all forms of child abuse.

**Note: NSW Working with Children Checks can take up to 4 weeks to be processed by the Department of Justice.**

**Apply as soon as possible**

### **Already have a Working with Children Check?**

1. Complete the Ardoch volunteer application form (and provide your WWC check number, expiry date and date of birth as part of the form).
  - You can [retrieve your Working with Children Check number here](#).
2. Ardoch will verify your check and no further action is needed by you

### **If you do not have a Working with Children Check**

You will need to apply for a Working with Children Check online and then prove your identity at a Service NSW Centre. Information on [how to apply](#) can be found here.

Please read the [proof of identity documents requirements](#) carefully, to ensure you have what you need. You do not need to be an Australian citizen to apply; you just need to be able to prove your identity. Once you have the appropriate proof of identity documents, follow the steps below.

1. Visit the [Working with Children Check NSW website](#) and click '**apply**'
2. When asked for the '**purpose of your check**' please select '**Volunteer**'.
3. When asked for the '**child related sector**' you will be working in please select '**Education**'.
4. Once you have completed the application form, you need to **prove your identity at a Service NSW Centre with your email receipt** to finalise your application **within 28 days**.
  - You can [find your nearest Service NSW location here](#)
5. After you have received your WWCC, please email [compliance@ardoch.org.au](mailto:compliance@ardoch.org.au) with your WWC number, so that we can verify your card.