

WESTERN AUSTRALIA

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: WA Working with Children Checks can take up to 3 weeks to be processed by the Department of Justice.

Apply as soon as possible

Already have a Working with Children Check?

- 1 Send a copy of your card to compliance@ardoch.org.au

If you do not have a Working with Children Check card

1. Fill out the physical application form given to you by your Workplace Coordinator with Ardoch's details pre-filled.
 - Information on [completing the application form can be found here](#).
2. Take the completed application form and your identity documents to a participating Australia Post outlet to verify your identity and lodge your form.
 - You can [find the nearest participating Australia Post outlet here](#).
3. When you lodge your Application for a WWC Check form you must present certain documents to prove your identity. All documents must be original and current (except for an expired passport that has not been cancelled and was current within the preceding two years).
 - Information on [how to apply and accepted identity documents are here](#).
4. Please send a copy of your receipt from Australia Post to compliance@ardoch.org.au so that we can verify your Working with Children Check is in progress.

Please note that there is an \$11 fee associated with lodging an application with Australia Post. Your workplace will reimburse you the fee.