

QUEENSLAND

Blue Card (WWC 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: Queensland Blue Card applications can take up to 4 weeks to be processed by the Queensland Government.

Apply as soon as possible

Already have a Blue Card?

1. Complete the Ardoch volunteer application form (and provide your Blue Card check number, expiry date and date of birth as part of the form).
2. Ardoch will link your Blue Card to our organisation and no further action is needed by you.

If you do not have a Blue Card, but you have a Customer Reference Number (CRN) from the QLD Department of Transport and Main Roads: You can apply for a Blue Card straight away.

To apply for a BlueCard or Exemption Card (for teachers & police), follow these steps:

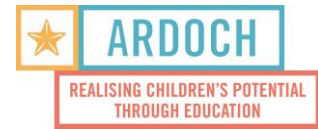
1. Have your CRN number ready. It can be located on ID, such as your driver's license, photo identification card or adult proof of age card.
2. Register for an online account and **note down your reference number**. This is how we verify your identity and obtain the photo for your card.
3. Email your DOB and reference number to compliance@ardoch.org.au
 - I. **We will email you back when we have linked your registration to Ardoch.**
 - II. You can then apply for your Blue Card or Exemption Card using the online applicant portal.

You will need to register for a Blue Card Services online account **before** you can apply for your Blue Card or Exemption Card. You only need to register once. Once you have registered for your online account, you **must** log in to the online applicant portal to apply for or renew your card.

If you have any questions, please contact compliance@ardoch.org.au

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If you do not have a Working with Children Check, you do not have a Customer Reference Number, and you live in Queensland:

You will need to get a CRN before you can apply.

If you don't have a customer reference number (CRN) from the Queensland Department of Transport and Main Roads (TMR), or if your photo was taken more than 6 years and 9 months ago, you will need to visit a TMR service centre. You can find your closest one [here](#).

At the TMR counter:

- explain that you need a CRN or updated photo to apply for a Blue Card
- take your acceptable identity documents to prove your identity
- let the staff take your photo
- wait for the letter/email confirming your CRN and keep it in a safe place. You will need the CRN to register for an online account and apply for your Blue Card.

There is no fee for the CRN or the photo. Once you have a CRN, you can apply for a Blue Card, following the instructions on the first page.

If you do not have a Working with Children Check, you do not have a Customer Reference Number, and you live outside Queensland or in remote Queensland:

You will need to get a CRN before you can apply.

Follow the instructions in the document [here](#) on how to apply to get a CRN without attending a Queensland Department of Transport and Main Roads (TMR) office.

There is no fee for the CRN or the photo. Once you have a CRN, you can apply for a Blue Card, following the instructions on the first page.