

Fact sheet 15

Interstate applicants

July 2014



If you are coming to NSW from interstate to take on paid or unpaid child-related work, you must apply for a Working With Children Check (unless you qualify for an exemption – see p2).

Application for a Working With Children Check is a two-step process. Step one is online and may be completed before you arrive in NSW.

However, step two requires you to appear in person to present proof of your identity at a NSW Motor Registry, Government Access Centre, or Service NSW office. Find a location at www.service.nsw.gov.au/service-centre.

PLEASE NOTE You cannot complete the proof of identity requirement from outside of NSW and you cannot delegate this to a third party. You must appear in person to present your own identity documents.



Scan to view our
[Online tutorials](#)

How to apply

STEP 1 (online)

- Go to www.kidsguardian.nsw.gov.au/check and click the *Start here* button on the right hand side of the page.
- Click *Apply*, then fill in the form that appears. The details you provide in this form **must match your proof of identity documents EXACTLY** or your proof of identity may not be accepted.
- Once you have completed and submitted the form, you will receive an application number, e.g “APP1234567”. You must make a note of this number as you will need it for STEP 2.

STEP 2 (in person within NSW)

- Take your application number and proof of your identity to a NSW Motor Registry, Government Access Centre, or Service NSW office. Find a location at www.service.nsw.gov.au/service-centre.
- If this is the first time you have visited a NSW motor registry or Council Agency, you will need to prove who you are to Roads and Maritime Services (RMS) to be set up as a new customer. Please refer to the RMS brochure [How to prove who you are](#) for details.
- New customers with an interstate licence may use this as **one** of their [proof of identity documents](#) and RMS will accept the interstate address (as shown on the licence) as a residential address.
- If you are in paid work, you will also need to pay an \$80 fee for a five year clearance. See [FACT SHEET: Fee information on the Working With Children Check fact sheets and resources page](#).

Exemptions which apply to interstate visitors

Child-related workers who qualify for an exemption are not required to apply for a Working With Children Check. Exemptions are outlined in Part 4, clause 20 of the [Child Protection \(Working with Children\) Regulation 2013](#) and are listed in the [FACT SHEET: Exemptions](#), available from the Working With Children Check [fact sheets and resources web page](#).

Exemptions that may have specific relevance for visitors to NSW are set out below:

Short term child-related work

- If you hold a valid interstate Working With Children Check or are exempt from the requirement to have such a Check in your home jurisdiction you can work or volunteer in NSW for up to 30 days in a calendar year. The following interstate exemptions apply:
ACT – police, registered health practitioners and lawyers
QLD – police, teachers and registered health practitioners
VIC and WA – police, teachers and accredited drivers
- You can also work or volunteer at a one-off event such as a jamboree, sporting or religious event or tour, for up to 30 days providing the event is the only child-related work you carry out in NSW that calendar year.

Specific job roles

- A health practitioner from outside New South Wales is exempt from the requirement for a Working With Children Check if the period of work does not exceed a total of five days in any period of three months.
- Interstate students (over 18) on a clinical placement in a hospital or other health service are exempt.

Special arrangements for authorised carers and householders

There are special arrangements for authorised carers and adult household members of authorised carers who live interstate. See [FACT SHEET: Interstate or incapacitated authorised carers or householders: Identity verification options](#) on the Working With Children Check [fact sheets and resources web page](#).

More information

For more information, please refer to the fact sheets available from the fact sheets and resources page of the website at www.kidsguardian.nsw.gov.au/check, or email check@kidsguardian.nsw.gov.au.

See also: [Child Protection \(Working with Children\) Act 2012](#) and [Child Protection \(Working with Children\) Regulation 2013](#)

Disclaimer: The material provided in this Fact Sheet is for guidance only. Every effort has been made to ensure that the information is accurate, current and not misleading. However, this cannot always be guaranteed and no warranty is given that the information is free from error or omission. Users should exercise their own skill and care with respect to the use of the material. The information is also not a substitute for independent legal or other professional advice and users should obtain appropriate professional advice relevant to their particular circumstances.

The Office of the Children's Guardian does not guarantee, and accepts no legal liability whatsoever for any act done, omission made, loss, damage, cost or inconvenience arising from, connected to, or as a consequence of, using or relying on the material contained in this Fact Sheet.