

Fact sheet 17

Change your Check from volunteer to paid worker

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the working
with children
check 

If you hold a volunteer Check and you start paid work, you must change your Check to one for paid workers within 30 days of your first day of paid work. **You do not need to reapply** – just go to update your details to change from volunteer to paid worker.

A Check for paid workers costs \$80 and, if you receive a clearance, it will be valid for five years.

If you have not received the results of your volunteer Check application yet, you will not be able to apply for an upgrade, and must wait for your clearance before you can change your Check from volunteer to paid. However, you will still be able to be employed, providing you have a Check application number for your employer to verify. See [FACT SHEET: How do I apply?](#)

A volunteer Working With Children Check only covers you for unpaid work. It is suitable for:

- volunteers
- students over 18 on a professional placement
- potential adoptive parents
- authorised carers
- adults who reside in the home of
 - an authorised carer
 - a family day care service provider
 - a home-based education and care service provider

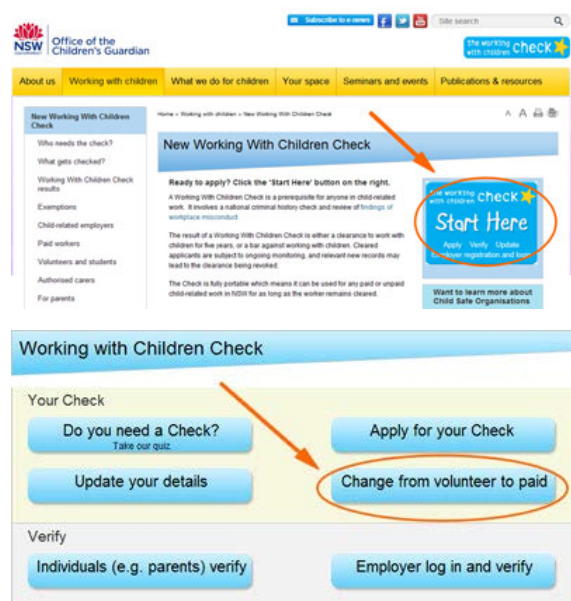


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PLEASE NOTE You only need one Working With Children Check. If you have a paid job and a volunteer role working with children, a Check for paid workers will cover you for both.

STEP 1 – fill in an online form

- Go to www.kidsguardian.nsw.gov.au/check and click the 'Start Here' button.
- Choose the 'Change from volunteer to paid' button.



The screenshot shows the NSW Office of the Children's Guardian website. The top navigation bar includes 'About us', 'Working with children', 'What we do for children', 'Your space', 'Seminars and events', and 'Publications & resources'. The main content area is titled 'New Working With Children Check'. It contains information about who needs the check, what gets checked, and the results. A red arrow points to the 'Start Here' button, which is circled in red. Below this, the 'Working with Children Check' page is shown, with a red arrow pointing to the 'Change from volunteer to paid' button, which is also circled in red.

- Enter your current details.
- Under 'Change clearance from volunteer to paid worker', select 'Yes'.
- Click 'Next.' You will receive an application number that looks like this: APP1234567.

STEP 2 – go to NSW Motor Registry

Please take your application number and proof of identity to a NSW Motor Registry, Government Access Centre, or Service NSW office and pay the \$80 application fee. Find a location at www.service.nsw.gov.au/service-centre.

Once processed, your Working with Children Check number will stay the same. The only change will be the letter at the end, with the old 'V' now changed to an 'E'.

You will receive your results by email (or post if you don't have an email address). If you have not received your results within four weeks, please email your details and new application number to check@kidsguardian.nsw.gov.au.

For common causes of delays, see [FACT SHEET: When will I receive my results?](#)

More information

If you would like more information, please refer to the Frequently Asked Questions (FAQ) and fact sheets available on the fact sheets and resources page of the website at www.kidsguardian.nsw.gov.au/check.

If you have further questions, please email check@kidsguardian.nsw.gov.au.

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