

# Fact sheet 20

## Overseas applicants

January 2016



the working  
with children  
check 

If you are coming to NSW from overseas and will 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).

All applicants need to provide proof of identity, including proof of your NSW address, once arriving in Australia.

**PLEASE NOTE:** Refer to the Roads and Maritime Services web page, [Proving your identity](#) for information on how to prove your identity and your address in NSW. You can only complete your proof of identity in person, in NSW.



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## How to apply

### STEP 1 (online)

Go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and click the *Start here* button on the right hand side of the page. A new window will open. 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 submitted the form, you will receive an application number – e.g. “APP1234567”.

Please make a note of this number as you will need it for STEP 3. Your application number must be used within six weeks to complete the application process.

### STEP 2

Fill in the [Roads and Maritime Customer Number Application form](#). Please read the instructions carefully, and refer to the, [Proving your identity web page](#) for more information. The form and the brochure are both available online for completion in advance, or can be attained from a NSW Roads and Maritime Service Centre.

Find a location at [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).

### STEP 3 (in person, in NSW)

Take your application number (from STEP 1) and your NSW Roads and Maritime Customer number application form and identification documents (from STEP 2) to a NSW Roads and Maritime Service Centre. Find a location at [www.service.nsw.gov.au/service-centre](http://www.service.nsw.gov.au/service-centre).

If you are in paid work, you will also need to pay a fee of \$80 for a five-year clearance. The fee is not refundable if you later withdraw your application or if you become barred from working with children.

You must complete your proof of identity in person in NSW.

You cannot complete this transaction from interstate or overseas; you cannot complete it over the phone or online and you cannot delegate it to another person.

Please be sure your documents for proof of identity are correct BEFORE you appear in person at a NSW Roads and Maritime Service Centre.

## Exemptions which apply to visitors

Exemptions from the Working With Children Check are outlined in Part 4, clause 20 of the [\*Child Protection \(Working with Children\) Regulation 2013\*](#).

See also [FACT SHEET: Exemptions](#). Child-related workers who qualify for an exemption are not required to apply for a Check. This and other fact sheets can be found on the Working With Children Check [fact sheets and resources web page](#).

Exemptions with specific relevance to overseas visitors include:

### Short term child-related work

You can 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 NSW 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.

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