

# How to apply for a Volunteer Working with Children Check

workingwithchildren.vic.gov.au

For volunteers

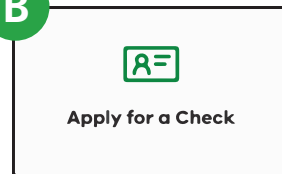
## 1 Apply online to get your free Working with Children Check

A



Visit the Working with Children website:  
[workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

B



Click 'Apply for a Check'

C

Apply from Victoria [↗](#) >

Select 'Apply from Victoria'

D

Fill in the online application form:

### 1. Verify your identity

You will need to prove your identity as the first step in your WWCC application. You can save time by doing this online, or take your proof of identity documents to the Post Office for verification in person.

### 2. Application type

Have you applied for a Victorian Working with Children Check before?

Yes  No

What kind of check do you need?

Employee  Volunteer

### 3. Your details

### 4. Contact details

### 5. Organisation details



It is extremely important to use the address and phone number below for organisation details:

#### Parks Victoria

Level 10, 535 Bourke Street  
Melbourne VIC 3000

Phone: 13 1963

Occupational fields = 44, 46, 48, 50, 52

Occupational type = Volunteer

### 6. Review

### 7. Consent and declaration

## 2 Get your email verification and barcode



Check your email for verification of your application and a barcode from Working with Children Victoria.

Print out your barcode or save a digital copy onto your phone.

3

## Go to an Australia Post branch

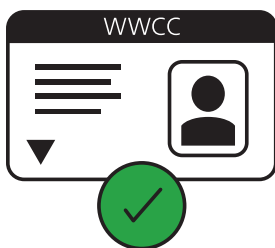


Visit an Australia Post branch with your identification and the email barcode. The barcode is your confirmation of the WWCC application.

You do not have to pay for a Volunteer Working with Children Check — they are free. You will also be asked to take a photo at the Post Office, which is also free. It will form part of your WWCC card.

4

## Your application outcome



You and Parks Victoria should receive notification about your WWCC within 3-12 weeks of your application. If your application is successful, you will receive a WWCC card sent to your home address. Please keep it in a safe place.

If you receive a notification that your application has not been successful, or you are not sure what the response means, please get in touch with your Parks Victoria contact or the Statewide Volunteer Team at [volunteer@parks.vic.gov.au](mailto:volunteer@parks.vic.gov.au)

5

## Upload your WWCC details onto ParkConnect



After receiving your WWCC card in the mail, you will need to upload the details and a photo of the card onto ParkConnect. It is important that the Parks Victoria Volunteer team have a record of your WWCC information.

1. Visit [parkconnect.vic.gov.au/volunteer](https://parkconnect.vic.gov.au/volunteer)
2. Register or sign in to your existing volunteer account
3. Navigate to the 'Accreditation skills' tab in your volunteer profile
4. Select 'Add'
5. Enter your WWCC details
6. Select 'Browse' to upload an image of your WWCC card
7. Click 'Submit' to confirm your details

Parks Victoria will only collect personal information that is necessary for it to perform its functions and activities.

The primary purpose of collecting personal information is to enable Parks Victoria to carry out its functions and activities. Personal information will be used for that purpose, and in other cases where consent has been given.

For more information on our privacy policy, please visit [parks.vic.gov.au/privacy](https://parks.vic.gov.au/privacy)

Thank you for helping us to ensure child safety  
at Parks Victoria.