Working with Vulnerable People Card

Step by step instructions to complete your application

You only have one month between submitting your application online and paying your money to Service Tasmania before the application expires and you need to do the whole application from the start.

Google: Working with Vulnerable People

Before you start your application

You will need to have the following information ready:

- your previous names and/or alias
- an email address and/or mobile number
- the address of every place you have lived over the last five years (including dates you lived at the addresses)
- your drivers licence number and expiry date (if you want to use this as proof of identity)
- details for each organisation you will be working or volunteering for including the name, address, contact person, phone number and email address
- if you have lived outside of Australia for 1 year or more, you will need to provide dates
- details of any overseas offence history
- details of any family violence orders, restraint orders, apprehended violence orders (taken out against you)
- details of any child protection orders you have been involved in.
How to apply

Complete the online application form

- if you get paid for your role, select Employment/Volunteer
- if you are a volunteer and do not get paid, receive material benefit or reward, select Volunteer
- print the application receipt or write down your reference number
- pay the application fee (online by credit card) or at any Service Tasmania shop (external link)
  - have your photo taken
  - pay the application fee if you haven’t already paid online
  - accept the Terms and Conditions if someone has filled out the form on your behalf.

To apply from interstate or overseas, see interstate and overseas applicants.

Your application will not begin processing until you have completed the steps above.

Please note that the application fee is non-refundable.

Start my application

Click here to begin

After you lodge your application

Make sure you follow the steps above. Your application won’t be processed until you have completed all steps.

If you fill out the form and do not complete all of the steps listed above, your application will expire after 56 days.

Registration to Work with Vulnerable People – Start Application

Choose the following answers:

Start application

Then click here
This is what your screen should look like

### Registration Card holder details

- **Title:**
- **Name:** First Given Name Middle Name(s) (optional) Family Name
- **Date of Birth:**
- **Either Email Address or Mobile Number is mandatory.**
  - **Email address:**
  - **Confirm email address:**

### What phone numbers can we contact you on? A minimum of one number must be provided.

- **Mobile:**
- **Home Phone:** Please include area code
- **Work Phone:** Please include area code

- **What is your preferred method of correspondence?**
  - Mobile
  - Email

### Additional Details

- **Have you ever been or are you currently known by any other names?**
  - Yes
  - No

- **Gender:**
- **Country of Birth:**
  - **State:**
  - **Birthplace/Town:**

- **Do you intend to present your Drivers/Rider Licence to confirm your identity? (current or expired within the last 2 years)?**
  - Yes
  - No

- **Residential Address**
  - **Country:**
  - **State:**
  - **Address Line 1:**
  - **Address Line 2:**
  - **Suburb:**

- **I have resided at this address since:**
  - **(Please provide at least the year)**

- **Postal Address As Above**

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**Use CAPITAL LETTERS to fill out the details on this form**

**Make sure that this is an email address that you check regularly**

**Click next**

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**First line:** house number and street name  
**Second line:** leave blank  
**OR**  
**First line:** unit number  
**Second line:** house number and street name

**You must show where you have lived for at least five years so the department can complete all the required background checks**

**You can put 01/01 and the year if unsure of exact dates**
Click next and you next screen will appear as below.

Click child-related activity and the next screen will appear.

Select Regulated Activity to add

Click ‘Vocation and education training service’ from the dropdown box.

Add details as shown. Click YES as you will be very soon!

Start typing ‘Department of Education’ and it will come up for you, then select Elizabeth College from the dropdown box.

Fill in as shown here.
These last questions deal with your family history.
Answer Yes or No then click NEXT.

You may then be asked to supply supporting documents, if required, add documents and click NEXT.
If not required just click NEXT.
You will then receive a summary of your information. **Check this carefully**

If you need to make changes click PREVIOUS.

When you are sure it’s all correct, click next and you will be taken to a screen with terms and conditions. **Please read this carefully**

- I have read and understood this information, and I consent to the conditions above.
- I understand that the Department of Justice may notify my employer that my National Police History Check (NPHC) does not contain any criminal history information about me if:
  - My NPHC does not contain any criminal history information, and
  - I am an employee or volunteer of a Tasmanian government agency.

Tick both boxes when you have read the information.
Then click SUBMIT

**PRINT THE APPLICATION**

**OR**

**SCREEN SHOT OR PHOTOGRAPH THE REGISTRATION NUMBER**

Your next task is to take this paperwork to Service Tas, with the evidence of your identity as requested, and pay for your card.

You will need to take this printed application or the screenshot / photograph to Service Tasmania with you to pay the $19.44 fee to start the process.

**You only have one month between submitting your application online and paying your money to Service Tasmania before the application expires and you need to do the whole application from the beginning again!**

You MUST have this to do either Focus on Children, Working with Children or Community Services (focus on Children)