The New Working With Children Check for Unpaid/Volunteers

A working with children check is a prerequisite for anyone in child-related work, paid or unpaid. Anyone who works face-to-face with your child must have a Working With Children Check clearance (or a completed application in progress). It does not matter whether they are paid, volunteering or self-employed. Please note that there is no fee payable for volunteers and the WWC is valid for five years.

Please follow the steps to complete this process.

- go to www.newcheck.kids.nsw.gov.au
- Click the start here button on the right hand side of the page. You will be taken to a new page.
- Click the apply for your check tab to the right of the page.
- Complete form. If you are a volunteer ensure that you select “volunteer” in the section,”purpose for check”
- Select Volunteer under the purpose check tab
- In the child related sector, Parent Volunteer—Other.
- Continue the application following the prompts and hit next.
- You will need to also complete the known as other name section if you known by any other name but your Maiden name.
- The second page is the consent form, which you will need to tick both boxes, and complete the verification code given.
- Please print out or copy the New Application Receipt, add your name to the top of the print out and either give to the office or email it seaham-p.school@det.nsw.edu.au
- You will now need to take this receipt to a NSW Motor Registry or NSW Council Agency to verify your identity. Attached is the proof of identity documentation that you will need.
- Once the verification process is complete (which will take approx. 4 weeks) at the NSW Motor Registry or NSW Council Agency, you will be issued with your WWC number.
- Once you have received the WWC number and documentation, please give a copy to the school office.
Proof of identity

Home > Licensing > Proof of identity

Proof of identity for individuals

Proof of identity is essential in NSW when applying for a NSW driver licence, a NSW Photo Card, Mobility Parking Scheme card, driving instructor licence or Firearms/Security Industry/CAPI licence and when establishing or transferring vehicle registration.

Protecting your identity is important for you and for Roads and Maritime Services. Because a driver licence is used by many groups as a reliable form of identification, Roads and Maritime Services has to make sure the integrity of licences is protected.

Identity fraud is an area of significant criminal activity. If you are a victim of identity theft, your licence or credit card could be used unlawfully and traffic offences and demerit points could be incorrectly assigned to you.

What you need to provide

Roads and Maritime Services needs to see documents that identify you and may ask for additional information to verify a document with the issuing authority. In a small number of cases these checks may take a number of days. You will be advised as soon as enquiries are completed.

Roads and Maritime Services has worked with NSW Police and other relevant groups on proof of identity arrangements. While the arrangements may seem strict, they are necessary to protect your identity and privacy, as well as the driver licence system.

To prove who you are to Roads and Maritime Services, you need to provide either a NSW-issued driver photo licence or NSW Photo Card that is current or expired within the last two years (provided it is not recorded as lost, stolen or destroyed), or two other documents - one from List 1 and one from List 2.

- List 1 and List 2 documents

IMPORTANT: Identification documents must be originals.

Documents not in English

Documents not in English must be accompanied by an official translation from the Community Relations Commission of NSW (CRC), previously the Ethnic Affairs Commission.

Roads and Maritime Services also accepts translations obtained from the fee-free translation service provided by the Department of Immigration and Citizenship (DIAC). The DIAC fee-free translation service is only available for eligible people. Further information on fee-free translations for eligible persons is available on the DIAC website.

Translations obtained through other means are not acceptable.

Your name should be the same on both documents. If the names in the documents differ, see the important notes section of the Proof of Identity List 1 and List 2 page. Your gender should be the same on both documents, if gender is shown. One of your documents needs to show your NSW residential address. See the section on Proof of address.

For more information on the proof of identity requirements, please contact Roads and Maritime Services by...
Proof of identity for organisations

To register a vehicle in the name of a company or organisation, the Director or an authorised delegate must complete and sign the Representative’s section on the Application for Registration form, or provide a letter of authorisation on company letterhead and provide proof that the company or organisation is a legal entity.

A company must provide evidence of Australian Company Number (ACN). The following documents may be supplied:

- a Certificate of Registration of a company
- a current Company Extract
- a Certificate of Registration on Change of Name
- a printed extract from the Australian Securities & Investments Commission (ASIC) website.

A foreign company must provide a Certificate of Registration of a Foreign Company, with an Australian Registered Body Number (ARBN).

To register a vehicle in the name of an incorporated association, the public officer must sign the Representative’s section on the Application for Registration form.

An incorporated organisation must provide a Certificate of Incorporation issued by the NSW Office of Fair Trading.

Government authorities or organisations incorporated under legislation must provide on letterhead the name of the Act under which they are incorporated.

For more information on the proof of identity requirements for companies, government authorities and other organisations, please contact Roads and Maritime Services.

DOWNLOADS

Brochure: How to prove who you are

This brochure provides you with the information you need to prove who you are when doing business with RMS.