

You can now apply for a Working with Children Check in Victoria through an improved process from your computer, tablet or mobile. The processing time in most cases is reduced by up to 5 days, and the whole application process is quick and easy enough to complete in your lunch break. The form is easy to follow.

First, you need to select if you have previously applied for a Working with Children Check, and if you require an Employee or Volunteer check. Then enter your details, including your date and place of birth, your email address, contact phone number and physical address.

You will then be asked to provide details of the organisation you intend to work for and the occupation type. Once that's sorted you will need to verify your identity. You can do this online or in a participating Post Office. You can choose from a number of different forms of identification, like your Driver's Licence, Medicare card or Passport.

After submitting your application you will receive an email with a barcode and simple instructions. You then need to take a physical or digital copy of the barcode to a participating Post Office.

You'll need to bring some photo identity documents with you. If your identity was successfully verified online you will only need to bring one photo ID document to prove your identity, rather than the old process of the 100-point check. If your identity was not successfully verified online you'll need to provide at least 3 documents with photo ID.

While you're at the Post Office your documents will be checked and rather than you having to source your own photo, a passport-quality digital photo will be taken. Then your application fee will be processed. Unless you are a Volunteer, as there is no charge for Volunteers.

Once your application is completed at the Post Office it will be sent electronically to the Department of Justice and Regulation who will email you a receipt the next business day.

The online process means more speed, and more choice and convenience for the thousands of Victorians who apply for a Working with Children Check every year.