



Working With Children Check (WWCC) Instructions

It is a compulsory requirement for all AFLOE Field, Boundary and Goal Umpires who are turning 18 years of age anytime during 2020, or older, to have a valid Working With Children Check (WWC).

Please note that a WWC Check is valid for 5 years, so if you have previously submitted a WWC Check to the AFLOE, you do not need to do so again.

To simplify the process, you can now apply for the Working With Children Check online: <https://online.justice.vic.gov.au/wwccu/onlineapplication.do>

Please follow the steps outlined below:

1. Select 'Apply in Victoria' (highlighted below)

A screenshot of the Victorian Government's Working With Children Check application website. The page title is "Working with Children Check". There is a "MyCheck login" button. A navigation bar has four tabs: "About the Check", "Applications", "Cardholders", and "Resources". The "Applications" tab is selected. The breadcrumb trail is "Home > Applications > Apply for a Check". The main heading is "Apply for a Check". Below it is a link "Not sure if you need a Check?". A paragraph explains that not everyone needs a check and provides a link "Who needs a Check?". A button "Do I need a Check?" with a right arrow is present. A large box asks "Where will you lodge your application?". Under "In Victoria?", it says "Fill in the online form then finalise your application at a participating Victorian Australia Post retail outlet." A red box highlights the "Apply in Victoria" button. Under "From interstate?", it says "By waiting until you move to Victoria you will save money and find the application process easier. Alternatively read the instructions for interstate applicants as you need to have multiple documents certified before mailing them to the department." A button "Apply from Interstate" is also visible.

Have you applied for a Check before?

If you have a Check and need to renew go to [Renew your Check](#).

If you have a Volunteer Check and need an Employee Check go to [Volunteer to Employee Check](#).

2. If you are unsure of your closest Post Office location, use the search bar to locate one. Boronia's postcode is 3155. Once you know where your closest Post Office location is, select 'Start Application' (highlighted below)

The screenshot shows the 'Working with Children Check' application interface. At the top, there is a navigation bar with 'Applications' highlighted. Below it, a breadcrumb trail reads 'Home > Applications > Apply for a Check > Apply in Victoria'. The main heading is 'Apply in Victoria'. Below this, there are instructions for starting the application and a search bar for the nearest participating Australia Post Outlet. A red box highlights the 'Start application' button at the bottom of the search results page.

3. If you have never applied for a WWCC before, select 'No' and make sure you also select the 'Volunteer' (this is so you do not need to pay for your WWCC) option. If you have applied for a WWCC before select 'Yes' but also make sure to select the 'Volunteer' option. Then select 'Next' (highlighted below)

Now you are ready to start entering your details... All questions marked with an * are mandatory

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

Yes No

Do you need an Employee or Volunteer Check? *

Employee Volunteer

! If you have not yet arranged volunteer child-related check work with any organisation, please apply after doing so.

4. The next two pages require you to fill out your personal details and your contact details. Once completed, progress to step 5.



Working with
Children Check



Application for a Working with Children Check Victoria



5. Enter in the organisation details AFLOE as per below, then once completed, select 'Next'

Organisation details

All questions marked with an * are mandatory

Organisation details

Provide the details of the organisation(s) where you will be doing child-related work. The Department of Justice and Regulation may contact these organisations whilst assessing your application and will send them advice about the outcome of your application.

Do you know which specific organisation(s) you will be doing paid and/or volunteer child-related work for? *

Yes

No

Organisation 1

Organisation name *

What is the postal address of the organisation? *
Use autocomplete or [manually enter](#)

Phone *

Mobile OK. For landline, include the area code without spaces or symbols.

AFL Outer East
95 Colchester Rd,
Kilsyth Victoria 3137
03 9735 5448

+ Add Organisation

Occupational fields

Select the best fit for your role from the list of child-related occupational fields. If more than one field applies, list the code for each field.

Tip: These fields are not job titles. For example, if you are a children's netball referee, choose 'Club/association...sporting nature'.

Occupational fields 1

Occupational fields *

Select at least one

42 Clubs, associations or movements of a cultural, recreational or sporting nature

Occupational type *

Volunteer

+ Add Occupational fields

Next

Back

Save draft

Cancel

6. Review all the information you have submitted and then proceed to the next page 'Identity Verification'

7. You are required to verify your identity as part of your application for a Check.

You can verify your identity online if you have 2 (two) of the following documents, including one with your photo:

- Australian driver's licence or learner's permit
- Australian passport including a passport that has expired no more than 2 years ago
- Medicare card
- Current Australian visa or document for travel within Australia
- Immigration (Immi) card issued by the Australian Government
- Australian birth certificate
- Australian citizenship certificate
- State registry marriage certificate

Without this, Australia Post will not be able to verify your identity, and you will need to present multiple identity documents at Australia Post, to finalise your application.

Alternatively, you can verify in-person by taking multiple documents to a participating Australia Post outlet.

8. Once you have selected the way you would like to verify your identity you will then need to read and sign the 'consent and declaration' form and then submit your application.

Application consent and declaration

*By ticking this box and clicking the 'Sign and Submit' button I agree that I have read and understood all of the above and that I am signing my Victorian Working with Children Check application.

SFNL Umpire

[Sign and submit](#) [Cancel](#)

The government allows up to 2 weeks to process the WWC Check once your application is received.

Any Umpire who is turning 18 years of age in 2018, or older, must hold a WWC Check before the commencement of the EFL season. Otherwise you will not be permitted to participate in any EFL match. **For more information on the WWCC, please visit the following page:**

<http://www.workingwithchildren.vic.gov.au/home/applications/>