



Working With Children Check (WWCC) Application Guidelines

From 2018, it is a Football NSW requirement that all Referees over the age of 18 obtain a paid WWCC number. If you are unable to provide a WWCC number, your registration will be denied.

This document outlines how you can obtain a WWCC number.

1. Service NSW

Visit <https://www.service.nsw.gov.au/transaction/apply-working-children-check> (Home Page) and click “Apply online” which is in the red box.

The screenshot shows the website for the Office of the Children's Guardian. The navigation menu includes: Home, Child safe organisations, Statutory out-of-home care and adoption, Voluntary out-of-home care, Children's employment, About us, and Contact us. The main content area is titled "Working With Children Check" and includes a notice about a government shutdown on Thursday 24 December and Monday 11 January 2021. Below the notice, there is a list of bullet points: "Use the information on these pages to see if you, your employees or volunteers need a Check.", "Remember the Working With Children Check is different from a Police Check and is required for people who work with children in NSW.", and "The Check lasts for five years even if you move jobs." A blue button labeled "Get the Service NSW app" is visible. Below this, a section titled "I'm an applicant" lists instructions: "Confirm you need a Check then Apply below.", "You must keep your contact details up to date", "Your Check lasts five years – renew before you're due", "Your Check can move job with you – just tell your new employer your number", "Change from a Volunteer to a Paid Worker choose 'Update my details' below", and "No refunds – be sure you need it before you apply." A process flow diagram shows three steps: "Apply for your check (online form)", "Go to a service NSW centre or motor registry", and "Wait for WWC notification". A red box highlights the "Apply for your check" button, with a red arrow pointing to it from the left. Below the flow diagram, there is a blue button labeled "Renew your WWC number".

2. Apply for your Check

Please Note: This step (a) is required if you do not already have a PAID or VOLUNTEER WWCC number. If you already have a VOLUNTEER WWCC number and need to convert it to a PAID WWCC number, please proceed to step (b).

(a) Do not have a PAID or VOLUNTEER WWCC number.

You should then be redirected to this website

<https://wwccheck.cyp.nsw.gov.au/Applicants/Application>.

You will need to fill in all of your personal details. It is important that you fill in all of this information correctly.

the working with children check 

You are filling out a NSW Working With Children Check application.

Application for a NSW Working With Children Check registration

 **PLEASE NOTE!** Details you provide in this section must contain your full name (first, middle and family name), and all documents must be current. If the information differs, your proof of identity may not be accepted by Service NSW Centre.

Personal details

Title
--- No title --- v

First given name *

OR No first given name

Middle or Other given names *

OR No other given names

Family name *

Single name only

Gender *
 Female Male Trans and gender diverse

Do you identify as being Aboriginal and/or Torres Strait Islander? *
 No
 Aboriginal

Birth details

Date of birth *
 

Town *

Country *
Australia v

State / Territory *
--- Please select --- v

Purpose of check

Check purpose *
 Paid employee
 Self employed
 Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Child related sector *
--- Please select --- v

The two most important sections of this form are the **Purpose for check** and **Child-related sector sections**, which you need to fill out as per the following instructions.

For the **Purpose for check** section, you need to click on the “Paid employee” option.

Purpose for check *

- Paid employee
- Self employed
- Volunteer, authorised carer, adult household member, student on a professional placement, prospective adoptive parent

Then, for the **Child-related sector** section, you need to click on the “Clubs or other bodies providing services to children” option.

Child-related sector *

- ✓ --- Please select ---
- Adult household member
- Authorised carer
- Child development
- Child protection services
- Children's health services
- Clubs or other bodies providing services to children**
- Disability services
- Early education and child care
- Education
- Entertainment for children
- Justice centres
- Parent Volunteer - Disability
- Parent Volunteer - Mentoring
- Parent Volunteer - Other
- Religious services
- Residential services
- Transport services for children
- Youth workers
- School Cleaner
- Prospective Guardians
- Prospective Adoptive Parents

NSW motor registry or

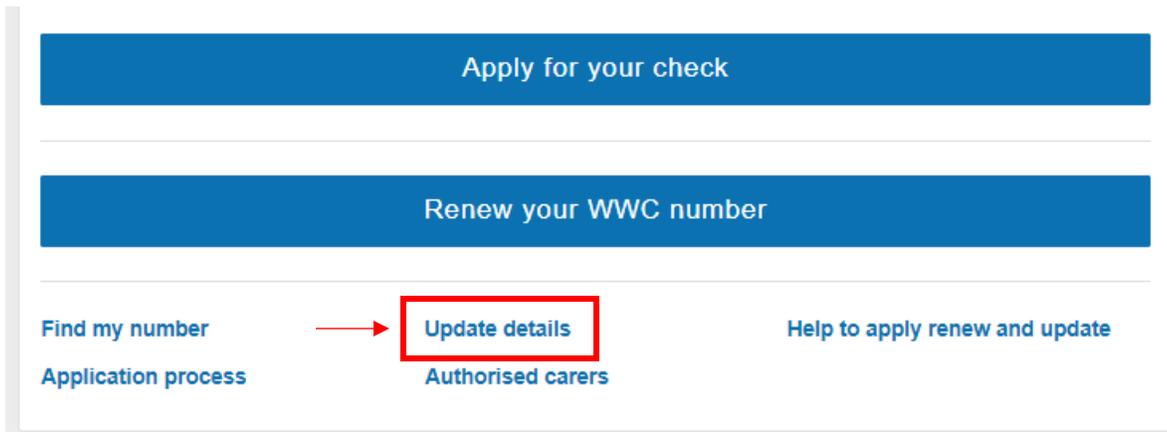
expired within the last 2

the last 2 years

(b) Converting VOLUNTEER WWCC number to PAID WWCC number.

This option is if you currently have an active volunteer WWC number and are needing to convert to a paid number.

On the Home Page, click “Update details”.



You should then be redirected to this website
<https://wwccheck.cyp.nsw.gov.au/Applicants/ChangeOfDetails>.

You will need to fill in all of your personal details. It is important that you fill in all of this information correctly.

For the **Upgrade clearance from volunteer to paid worker** section, you need to click on the “**Yes**” option. Then supply all relevant identity documentation.

Upgrade clearance from volunteer to paid worker

Yes No / Not applicable

Identity documentation

[Proof of identity requirements & Documents using a former name? Click here](#)

Commencement of identity document *

--- Please select ---

Reference number *

3. Complete Application

Once you have filled in all of your details on the application form you will then be issued with an WWCC Application Number. It is essential that you do not lose this application number. The application number should be emailed to your listed address. Watch for an Application Receipt sent from WWCCNotification@kidsguardian.nsw.gov.au.

4. Verify Identification and Pay

You will then be required to attend a NSW Motor Registry, RMS Agency, or Service NSW office and provide proof of identification, as well as your application number which you would have been issued in Step 3. Location can be found via www.service.nsw.gov.au/service-centre.

You will then be required to provide the \$80.00 WWCC fee at the relevant registry or agency which you have your application processed at.

5. Upload your WWCC number to Play Football

Once you have made payment at the Service NSW office, you will receive an email within 48 hours of your paid WWCC number.

Please Note: It can take up to four weeks to be provided with a WWCC number, so please allow plenty of time to complete this necessary administrative requirement so that you can referee for the upcoming season.

Log into Play Football via the following link <https://account.footballnetwork.com.au/>. Please follow these steps:

- Under the **Activity** section, click '**WWC**'.
- For the **Do you have a current Working With Children (WWC) Accreditation?** section, click '**Yes**'.
- For the **If Yes, please select the relevant State Body you have attained this WWC Accreditation from** section, click '**NSW Office of Children's Guardian**'.
- For the **WWC Accreditation Number** section, enter your **paid WWCC number** - This must be the paid employee number starting with WWC and ending with an 'E'.
- For the **WWC Expiry Date** section, enter the **Expiry Date**,
- For the **WWC Type** section, click '**Paid**'.
- Click **Save**.

Upon completion, your WWCC number should look like this:

WWC Status	No Credentials ▼
Do you have a current Working With Children (WWC) Accreditation?*	Yes ▼
If Yes, please select the relevant State body you have attained this WWC Accreditation from*	NSW Office of the Children's Guardian ▼
WWC Accreditation Number	WWC0643419E
WWC Expiry Date	12/03/2020 
WWC Type	Paid ▼