How to link a blue/exemption card holder to your organisation

Does the new employee, student or volunteer have an existing blue card or exemption card?

Yes

No

Check the card and verify the full name and signature match identification documents provided by the applicant.

Check that the card is valid online at **www.bluecard.qld.gov.au** by clicking on the 'Validate card' link. Please note that after checking the validity of the card, you still need to link the person to your organisation

Please complete a new blue card application. Refer to the *Blue card process for new employees* flow chart.

If the person is a registered teacher or police officer performing work outside of their professional duties, they do not require a blue card and should instead apply for an exemption card. Refer to the *Applying for an exemption card* flow chart.

For paid employees

For students or volunteers

Please note that if the person already holds a volunteer blue card and is moving into a paid employment arrangement, they must complete a *Volunteer to paid employee transfer* form and pay the prescribed fee. They will be issued with a brand new card with an additional three years validity.

If the person already holds a paid blue card and is taking up a new paid or voluntary position please complete a *Link an applicant/cardholder to this organisation* form.

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Please complete the relevant form and lodge it with Blue Card Services through our website, in person, by post or by fax. The employer listed on the form will then receive any relevant updates about the status of the card. This includes notice of a suspension or cancellation of a blue card or exemption card.
Remember to add the card holder's details to your organisation's blue card employee register (noting their expiry date) and advise Blue Card Services if they cease employment with your organisation.