



# Request to cancel card (cardholders only)

*Working with Children (Risk Management and Screening) Act 2000*

**This form is to be completed by cardholders who are no longer undertaking child-related activities and wish to cancel their card.**

**Note:** The cardholder must reapply for a new blue/exemption card and pay the prescribed fee (if applicable) should they wish to undertake child-related activities after the card has been cancelled.

**Part A – Cardholder's details**

1 Family name

2 First name

3 Middle name

4 Date of birth

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5 Current postal address

Postcode

6 Telephone

7 Mobile

8 Email

9 Card number (if known)

**Part B – Card/notice details**

Please  the appropriate box

I have enclosed my card and notice letter with this form.

I have enclosed my card with this form however I am no longer in possession of my notice letter.

I have enclosed my notice letter with this form however I am no longer in possession of my card.

I am no longer in possession of either my card or notice letter.

**Part C – Cardholder's declaration**

I declare that:

- the information I have provided in this form is true and correct;
- I request the cancellation of my positive notice/positive exemption notice and blue card/exemption card;
- I am no longer in regulated child-related employment or carrying on a regulated child-related business;
- I understand that once my positive notice/positive exemption notice and blue card/exemption card has been cancelled, I will no longer be the holder of a current notice and card and cannot start or continue in regulated child-related employment or carry on a regulated child-related business; and
- I understand that it is an offence to provide a false or misleading statement or document.

Signature of cardholder

Date of signature

D D M M Y Y Y Y

**Privacy Notice**

The Department of Justice and Attorney-General (DJAG) is collecting your personal information under the *Working with Children (Risk Management and Screening) Act 2000*. Where relevant, DJAG will disclose personal information to organisations you work for or provide services to about whether you have a current application for, or hold a current blue/exemption card; the outcome of this application which may include its withdrawal or negative notice, or if your blue/exemption card is subsequently suspended or cancelled. DJAG publishes confirmation about whether your blue card is valid. DJAG will use and disclose your personal information to assess your application for a blue/exemption card and will disclose your personal information to courts, law enforcement agencies, disciplinary or supervisory bodies or anyone you have agreed for DJAG to discuss your application with. It may also be used to contact you with more information about your application and the Blue Card process. DJAG may use electronic communication for matters of information provision and collection of data for research purposes. DJAG manages your personal information in accordance with the *Information Privacy Act 2009*.

Blue Card Services, Department of Justice and Attorney-General

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07 3035 5910

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