



## Update organisation details

Working with Children (Risk Management and Screening) Act 2000

**This form is to be completed by an authorised representative of an organisation to update organisation details.**

**Note:** This form cannot be processed without appropriate certification in Part H.

### Part A – Change type

Please indicate the reason for this notification:

- Change to an organisation name.** Part B should be completed where an organisation has had a change to their name *eg. Henry's Helpful Tutoring has changed their name to Henry's Tutoring and Schooling.*
- Change to an organisation's/contact person's business address.** Part C should be completed where there is a change to a business address.
- Change to an existing contact person's name.** Part D should be completed where an existing contact person has had a change to their name. *eg. Sarah Smith becomes Sarah Jones.*
- Replace an existing contact person with a new contact person.** Part E should be completed where an organisation is replacing the existing contact person with a new contact person *eg. Vicki Williams (new contact person) replacing Jo Jones (existing contact person).*
- Replace all existing contact persons with a new contact person.** Part F should be completed where an organisation is replacing all existing contact persons with a new contact person *eg. June Jackson (new contact) is replacing all existing contact persons: David Brown (existing contact), Jill Roberts (existing contact), Leah Scott (existing contact).*
- Add an authorised telephone contact.** Part G should be completed where an organisation is adding an authorised telephone contact *eg. Tim Jones (new telephone contact) becomes an authorised telephone contact for James Smith.*

### Part B – Change to organisation name

Previous organisation name

  


Organisation ID (if known)

New organisation name

  


### Part C – Change to organisation business address

Organisation name

  


Organisation ID (if known)

Contact person name

New postal address

  


Postcode

### Part D – Change to contact person name

Organisation name

  


Organisation ID (if known)

Contact person name (as previously provided)

Contact person's new name



### Part E – Contact person replacement

Organisation name

  

Organisation ID (if known)

Existing contact person name

New contact person details

Name

Position

Telephone

Email

Address

Postcode

### Part F – Replace all previous contacts with new contact person

Organisation name

  

Organisation ID (if known)

Contact person name (as previously provided)

  

New contact person details

Name

Position

Telephone

Email

Address

Postcode

### Part G – Add an authorised telephone contact

Organisation name

  

Organisation ID (if known)

Existing contact person name

Authorised telephone contact person details

Name

Position

### Part H – CEO's declaration

I declare:

- I am the Chief Executive Officer (or equivalent) for the stated organisation;
- the details provided in this form are true and correct; and
- I approve the change of information provided in this form and understand it affects who is notified of certain blue/exemption card matters.

Signature of representative

Date of signature

  
D D  
M M  
Y Y Y Y

Name of representative

Position of representative

### Privacy notice for organisations

The *Working with Children (Risk Management and Screening) Act 2000* (the Act) allows the collection of information to assess the eligibility of individuals to be issued with a blue/exemption card, and to provide relevant notifications to their child-related organisation. Notifications to organisations may include whether or not an individual holds, or has applied for, a blue/exemption card, the outcome of any application including whether it is withdrawn, a negative notice is issued, or if the person's blue/exemption card is suspended or cancelled.

Information submitted will only be used for the purpose of administering the blue card system and may be provided to other persons or agencies with consent or where required by law. We may contact you from time to time to provide you with information about the blue card system and your obligations under the Act. For more information about blue card system information and obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Blue Card Services, Department of Justice and Attorney-General

📄 Scan and upload at [www.bluecard.qld.gov.au/uploadform](http://www.bluecard.qld.gov.au/uploadform)

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🌐 [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)