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Valid for lodgement  
until 30 June 2017

## Change in police information\* notification

Working with Children (Risk Management and Screening) Act 2000

**This form is to be completed to advise Blue Card Services where an applicant/cardholder has had a change in their police information.**

### Paid employee/volunteer/student

Where a paid employee/volunteer/student has a change in their police information:

- they must immediately disclose to their current or prospective employer/organisation/education provider that there has been a change in their police information. The person does not need to notify them of any further details, only that a change has occurred;
- the employer/organisation/education provider must not allow that person to continue working in regulated employment unless they have lodged this form notifying of the change in police information;
- the paid employee/volunteer/student must complete Parts A and E;
- the employer/organisation/education provider must complete Part B and C.

### Business operators

Where a person carrying on a regulated business has a change in their police information:

- they must complete Parts A, D and E and immediately lodge this application to provide notification of a change to their police information.

### What happens next?

- Your eligibility to hold a blue card or exemption card will be reassessed.
- Where the change is relevant to your child-related employment, your organisation/employer/education provider or other entities will be notified (if applicable) that your eligibility for a blue card/exemption is being reassessed, including whether the change in police information is a charge or conviction and whether it is a serious offence.

Further information about change in police information is available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) or by contacting Blue Card Services on 3211 6999 or 1800 113 611.

### Part A – Applicant/cardholder's details

<p><b>1</b> Blue/exemption card number (if known)</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/></p>	<p><b>4</b> Date of birth <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p style="text-align: center;"><small>D D M M Y Y Y Y</small></p>
<p><b>2</b> Full legal name</p> <p><b>Family name</b> <input type="text"/></p> <p>First name <input type="text"/></p> <p>Middle name <input type="text"/></p> <p>I do not have a middle name (please tick) <input type="checkbox"/></p>	<p><b>5</b> Place of birth</p> <p>Town/City <input type="text"/></p> <p>State/Territory <input type="text"/></p> <p>Country <input type="text"/></p>
<p><b>3</b> Do you have a previous name, or have you been known by any other name?</p> <p>Yes <input type="checkbox"/> (record details below)      No <input type="checkbox"/></p> <p>It does not matter how long ago you used the name or how long the name was used for e.g.</p> <ul style="list-style-type: none"> <li>• birth name    • name before marriage    • married name</li> <li>• alias            • change by certificate    • adoption</li> <li>• changed order of name</li> </ul> <p><b>Family name</b> <input type="text"/></p> <p>First name <input type="text"/></p> <p>Middle name <input type="text"/></p> <p>If you require more space, please tick this box <input type="checkbox"/> and attach a separate list.</p>	<p><b>6</b> Current postal address (within Australia)</p> <p><input type="text"/></p> <p style="text-align: right;">Postcode <input type="text"/></p>
	<p><b>7</b> Current residential address (if different to above)</p> <p><input type="text"/></p> <p style="text-align: right;">Postcode <input type="text"/></p>
	<p><b>8</b> Telephone number</p> <p>Daytime <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>Mobile <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p>
	<p><b>9</b> Email <input type="text"/></p>



**Part B – Employment details**

(to be completed by the organisation)

**1** Name of organisation**2** Type of employment requiring a blue card (e.g schools)**3** Applicant currently employed as:Paid employee  Volunteer **4** Postal address of organisation

Postcode

**5** Contact person's name**6** Contact person's position**7** Telephone**8** Email**Part C – Organisation declaration**

(to be completed by the organisation)

I declare that:

- the details provided in this form are true and correct;
- I understand that it is an offence to provide a false or misleading statement or document;
- the person named in Part A has disclosed to me that there has been a change in their police information since their blue/exemption card application was lodged, or their blue/exemption card was issued; and
- the applicant/card holder is proposing to start or continue in regulated employment.

Signature of representative

Name of representative

Position of representative

Date of signature

**Part D – Business details** (to be completed if you are carrying on a regulated business/self employed person)**1** Name of business**2** Postal address of business

Postcode

**3** Telephone**4** Email**Part E – Applicant/cardholder's declaration**

(to be completed by the applicant/cardholder)

I declare that:

- the details provided in this form are true and correct;
- I understand that it is an offence to provide a false or misleading statement or document;
- a change in my police information has occurred since lodging my blue/exemption card application, or being issued with a blue/exemption card;
- I am proposing to start or continue in regulated employment; and
- I understand my organisation will be advised whether or not I have a current application for, or hold a current blue/exemption card; the outcome of this application which may include whether my application is withdrawn, or a negative notice issued, or if my blue/exemption card is subsequently suspended or cancelled.

Signature of applicant/cardholder

Date of signature

**Privacy notice**

The *Working with Children (Risk Management and Screening) Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue/exemption card. Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

For more information about the blue card system and your obligations go to [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

**\*Police information**


A change in police information includes:


- any charge or conviction for an offence (conviction means a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded and regardless of when and where it occurred);
- where the person has to respond to an application for a: child protection offender prohibition order or disqualification order;
- where the person becomes subject to: reporting obligations under the *Child Protection (Offender Reporting) Act 2004*; a child protection offender prohibition order; a disqualification order; or a sexual offender order.


Blue Card Services, Department of Justice and Attorney-General

 PO Box 12671, Brisbane George Street QLD 4003

 53 Albert Street, Brisbane QLD 4000

 07 3211 6999 or 1800 113 611

 07 3035 5910

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