Yes

Blue card process for new employees

Quick tip

Information about when a blue card is required is available at www.bluecard.qld.gov.au

Does the person need a blue or exemption card?

Yes

Does the person have a blue/exemption card?

No

Does the person have an application in progress?

Quick tip

A registered teacher or police officer should apply for an exemption card, not a blue card. See the Applying for an exemption card information sheet.

Important

Organisations must warn applicants that it is an offence for a 'disqualified person' to apply for a

Important

Volunteers and students cannot commence work until a blue card is issued.

A paid employee can commence work once a completed blue card application has been lodged. Consider what risk management strategies should be applied.

Step 1

Lodge a Blue card (BC) application accompanied by the prescribed fee (for paid employees).

Ensure the application is completed in full and that a representative of the organisation has sighted the applicant's identity documents.

In some instances, this responsibility can be delegated to a person refer to the application form for details.

Step 1

Yes

You **must** lodge a *Link* an applicant/cardholder to this organisation form to confirm the card/application is current. This will also ensure that you receive notifications about any relevant change e.g. the suspension or cancellation of the card.

If the person has a volunteer (V) card and is undertaking paid work, the prescribed fee must be paid.

Quick tip

If you need to urgently check the validity of the card, you can complete an online check at www.bluecard.gld.gov.au/ onlinevalidation.

Make sure that full name and signature on the card match identification documents provided.

You must still lodge a Link an applicant/cardholder to this organisation form to ensure you are notified if a relevant change occurs, e.g. the card is suspended or cancelled.

Step 2

Add the card holder/applicant's details to the organisation's blue card register.

Important

It is an offence for a person to continue to provide regulated childrelated services if Blue Card Services advises they do not have a current blue card.

Step 3

Blue Card Services will provide written confirmation of the issue of a blue card. Update the card holder's details in the blue card register (including the expiry date for a blue card).

Advise Blue Card Services if the person ceases working with the organisation by completing the Applicant/cardholder no longer with organisation (for organisations) form.

Quick tip

Make sure expiry dates are monitored closely. Renewal applications must be lodged 30 days before expiry to enable volunteers and students to continue working while the application is processed.



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www.bluecard.qld.gov.au



