

Working with Children Check

Renewal information guide

A guide to renewing your Working with Children Check

About the Check

Checks are valid for five years. Your expiry date appears on the front and back of the card. To continue doing child-related work, you will need to renew your Check. You can find out if your work is child-related work at 'Do I need a Check?' on the Working with Children Check website, listed below.

How will I know when I need to renew?

If you have provided the Department of Justice and Community Safety with your current mobile number, email, or postal address, you will receive a renewal notification 28 days before your Check expires.

If you have not received a renewal notification, the department might not have your current contact details. Register for and log in to MyCheck to update these.

You must notify the department within 21 days of any changes to your personal, contact or organisation details. If you fail to do so, penalties apply.

How do I renew my Check?

You can renew your Check online. Some applicants will need to upload a new photo that is less than 12 months old as part of the renewal process. Your renewal notification will tell you if you need to do this.

If required, please have your photo ready, then go to '[Renew my card](#)' on the website and:

- Log in to, or register for, MyCheck
- Upload your photo
- Review and, if necessary, update your personal and work details
- If you are renewing an Employee Check, pay the **non-refundable** fee by credit card. Volunteer Checks are free.

Important information about photos

The photo you upload must be less than 12 months old and of passport quality. If your photo does not meet the department's requirements, you will be asked to submit another. As this may delay the processing of your application, it is recommended that you obtain a professional photo. Photo requirements are on the website at 'Renew my Card'.

Can I change my details when I renew?

You can choose to renew as a Volunteer or an Employee. If you are changing from a Volunteer Check to an Employee Check, you will need to pay the non-refundable fee online using a credit card.

By law, you must not do paid child-related work with a Volunteer Check. Full details are available on the website.

You cannot change the name on your card when you renew. If you have changed your name you must go to 'Apply for a Check' on the website to start a new application.

Can I work while my renewal is processed?

Most people can do child-related work while their renewal is processed, but some cannot. Full details are on the website. Some organisations require staff and volunteers to pass the Check before continuing child-related work. Confirm this with your organisation.

After applying to renew your Check, go to '[Check the status of my application or card](#)' on the website to make sure you can work while your application is processed.

When you receive your new card, destroy your old card to prevent fraud. For more details about the Check, visit the website listed below.

More Information

Website www.workingwithchildren.vic.gov.au

Email workingwithchildren@justice.vic.gov.au

Customer Support Line 1300 652 879
8.30am – 5pm, Monday – Friday (except public holidays)



If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Line.

TTY 13 36 77

Speak & Listen 1300 555 727

This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.