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How to apply for the new Working With Children's Check (WWCC) for The Uncle Project (UNCLE):

STEP 1: Fill in an application form online

- Go to www.newcheck.kids.nsw.gov.au and click the 'Start Here' button on the right and then click on 'Apply for your Check'.
- Fill in the online application - 'Application for a NSW Working With Children Check'

A few points to note for filling in this online application:

1. Details you provide must match your proof of identity documents EXACTLY.
 2. Under 'Purpose for check' there are 3 options - Paid employee or Self employed or Volunteer etc - For most Uncle applicants you will be a Volunteer.
 3. Then under 'Child-related sector' in the drop-down-box select 'Child development'
- If you cannot access the online system, call a Customer Support Officer on (02) 9286 7219 for assistance with your application.
 - Once you have submitted the form, you will receive an application number that looks like this: APP1234567. Pls print this or make a note of the number to take to a NSW Motor Registry for proof of your identity.

STEP 2: Present proof of your identity

- Go to a [NSW Motor Registry](#), which is now known as RMS ([Roads and Maritime Services](#)) or to a [NSW Council Agency](#) that offers RMS with:
 1. your application number &
 2. proof of your identity (same as for a NSW driver's licence)

(You must have BOTH of these items for your application to proceed)

- Clearances for Volunteers are FREE (for most Uncle applicants)
- If you are doing paid work for UNCLE (not relevant for most Uncle applicants), you will be required to pay an \$80 fee for a five year clearance
- You will not be required to prove that you are a volunteer or paid worker; the Customer Service Operator at the NSW motor registry or Council Agency will know which type of Check you have applied for.
- You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). Most applications will be processed within 48 hours.

STEP 3: Provide UNCLE with your Clearance Number

- Once you have a clearance to work with children you will need to provide this number to a member of the UNCLE staff team, currently Chad Kolcze or Simon Menlove by contacting Uncle by phone on (02) 6680 8582 / 0408 675 598 or emailing adminbyron@uncle.org.au
- The staff member will then verify that you are cleared with the NSW Commission for Children & Young People.

STEP 4: Once your clearance has been verified

- UNCLE staff members will also do the following as part of UNCLE'S volunteer approval process:
 - Do a reference check
 - Ask you to read, and agree to work within, the UNCLE guidelines

PLEASE NOTE!

You MUST take your application number with you to a NSW Roads and Maritime Services registry (RMS) - formally known as the RTA. Customer Service Operators cannot look it up on their system. If you do not have your application number, you cannot proceed with your proof of identity requirement.

You cannot submit proof of identity for someone else. To prove your identity, you must appear in person with your own documentation.

Proof of identity cannot be performed outside of NSW. It MUST be completed at a NSW motor registry (RMS) or council agency.

Make sure your name on your WWCC application is EXACTLY the same as is written on your proof of identification INCLUDING ALL MIDDLE NAMES.

Check the opening hours before you go to the motor registry (RMS) as some offices have different trading hours.

ANY QUESTIONS PLEASE CONTACT UNCLE by phone on (02) 6680 8582 / 0408 675 598 or by emailing adminbyron@uncle.org.au

Thank you!
