

## Appendix 2

### Applying for Working with Children Checks (WWCC) and National Police Checks (NPC)

#### Working with Children Checks (WWCC)

1. You need to have a valid email address. To apply for a **Working With Children Check**, go to <https://online.justice.vic.gov.au/wwccu/onlineapplication.doj> and answer the required questions. If the WWCC is requested by an organization where you do voluntary work, tick 'volunteer,' this means you will not have to pay for the WWCC.
2. If you have used another name, including maiden surnames or aliases, these need to be listed in the section 'have you been known by another name.'
3. List your residential address and any other address where you have lived in the past five years.
4. Under organization please write:

**St Catherine of Siena Parish**  
**PO Box 3014, Caroline Springs, VIC 3023**  
**03 8361 9822**

5. Under Occupational Work Code please select number: **64. Religious Organisations.**
6. The next screen is meant for you to check your details one last time before you submit.
7. In the next screen, you will need to tick the box at the bottom to indicate that you agree with what you have read.
8. Press print and take this sheet, together with a passport size photo (not older than 12 months) and a 100-point proof of identification, to a post office.
9. It is advised that you register your WWCC on the website. This will help you update your details when necessary. You can do this at:  
<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck>
10. If you already have a WWCC all you need to do is to register with the WWCC website and then add St James' Church as an employer and follow the instruction 4 and 5 above. This can be done also if you have an Employee card.
11. (NB, you can only have one card at the same time. If you initially had a Volunteer card but then needed an Employee card, the Volunteer card is cancelled. To confirm this please go to:  
<https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck> and check the status of your card/s.)

## National Police Checks (NPC)

1. If you are asked to apply for a **Police Check**, please go to:  
[https://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media\\_ID=34675](https://www.police.vic.gov.au/content.asp?a=internetBridgingPage&Media_ID=34675) and click on 'open file.' The file will open as a pdf on which you can enter your details online.
2. In section C, under 'postal address,' please type in **PO Box 3014, Caroline Springs VIC 3023**. (NB We prefer if the police check comes to the parish office first and then we will forward it to you. It saves us having to chase it from you later.)
3. In section D, 'Is this certificate being paid for by an organization,' please put **X** in the box. In the following boxes please type in:

Name of representative: **Fr Richard Rosse**  
 Title: **Parish Priest**  
 Organisation: **St Catherine of Siena Parish**  
 Address: **PO Box 3014, Caroline Springs VIC 3023**  
 Tel: **03 8361 9822**

4. In section E, tick **option 2**, others: **Parish Volunteer**.

Name of organization and representative, as in 3 above.  
 CVF number: **13/2513**

5. When you are ready please print and bring it to the parish office together with 100 points of identification. They can be photocopied and certified at the parish office. The parish office will also pay for the police check. No photo is required for the police check.

<b>Primary Identification Documents Points</b>	<b>Points</b>
Full birth certificate (or change of name certificate)	70
Current passport	70
Passport which was not cancelled and was current within the preceding two years	70
Citizenship certificates	70
Diplomatic documents and official documents issued to refugees	70
<b>Secondary Identification Documents</b>	<b>Points</b>
Identification card issued by a tertiary education or authorised deposit taking institution (e.g. bank, credit union) where you have been a customer for at least 12 months	40
Letter from an acceptable referee who has known you for at least 12 months	40
Public service identification which includes your photograph and signature	40
Licence issued under Australia law which includes your photograph and signature (e.g. driver licence)	40
Social security card which includes your photograph and signature	40
Mortgage documents	35
Land Titles Office document	35
Letter from someone who employed you within the last two years that confirms your name and address	35
Municipal Council Rates Notice	35
Credit card statement	25

Medicare card	25
Telephone account	25
Electoral roll compiled by the Australian Electoral Office	25
Records of public utility (e.g. gas, electricity etc)	25
Statement from a primary, secondary or tertiary education institution that you attended in the last 10 years that confirms your name and address	25
Records from a professional or trade association (i.e. club, school, union etc) that confirms your name and address	25

Thank You!

