

Circular 009:07:13



To: All Members
Club Presidents Club Secretaries

From: Bryn Sherwood – Coordinator, Club & Volunteer Services

Date: 17 July 2013

Subject: **Working with Children Check Online Application Form**

Action: Communicate to members the WWC Check forms can now be filled in online

For additional details on this Circular please contact:
Bryn Sherwood on 03 9676 6931 or email bryn.sherwood@lifesavingvictoria.com.au
Circulars are available at www.lifesavingvictoria.com.au/circulars

Starting from July 2013 members will be able to complete the Working with Children (WWC) Check Application form online before lodging the form with Australia Post.

This will entail an easy 2-step application process, which is outlined below:

Step 1 – From July 2013 submit your details online

- Go to the [WWC Check website](#)
- Complete the online form
- Print out the application summary and receipt, listing all the details you entered

Step 2 – Lodge your documents at Australia Post

Go to a participating Australia Post outlet to lodge your application, taking with you:

- the application summary and receipt
- relevant proof of identity documents
- a passport size photo
- and if you are applying for an Employee card the application fee

Further updates on the online application form please see the WWC Check Website:
www.workingwithchildren.vic.gov.au

For further information please refer to the LSV organisational WWC Check policy below:
[Member Protection - Working with Children Checks](#)

To view our frequently asked questions regarding WWC Check, please click on the link below:
www.lifesavingvictoria.com.au/wwcc

