

Fact sheet 17

Change your Check from volunteer to paid worker

March 2014

the working
with children
check 

If you hold a volunteer Check and you start paid work, you must change your Check to one for paid workers within 30 days of your first day of paid work. **You do not need to reapply** – just go to update your details to change from volunteer to paid worker.

A Check for paid workers costs \$80 and, if you receive a clearance, it will be valid for five years.

If you have not received the results of your volunteer Check application yet, you will not be able to apply for an upgrade, and must wait for your clearance before you can change your Check from volunteer to paid. However, you will still be able to be employed, providing you have a Check application number for your employer to verify. See [FACT SHEET: How do I apply?](#)

A volunteer Working With Children Check only covers you for unpaid work. It is suitable for:

- volunteers
- students over 18 on a professional placement
- potential adoptive parents
- authorised carers
- adults who reside in the home of
 - an authorised carer
 - a family day care service provider
 - a home-based education and care service provider

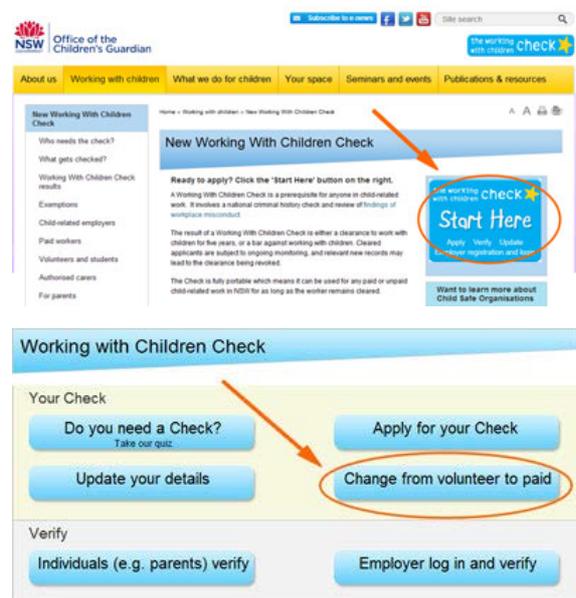


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PLEASE NOTE You only need one Working With Children Check. If you have a paid job and a volunteer role working with children, a Check for paid workers will cover you for both.

STEP 1 – fill in an online form

- Go to www.check.kids.nsw.gov.au and click the 'Start Here' button.
- Choose the 'Change from volunteer to paid' button.



The top screenshot shows the 'New Working With Children Check' page. A red arrow points to the 'Start Here' button, which is circled in red. The bottom screenshot shows the 'Your Check' section. A red arrow points to the 'Change from volunteer to paid' button, which is circled in red.

- Enter your current details.
- Under 'Change clearance from volunteer to paid worker', select 'Yes'.
- Click 'Next.' You will receive an application number that looks like this: APP1234567.

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You are filling out a NSW Working With Children Check change of details

Change of details

Current details

Working With Children Check number *

Title *

First given name * OR No first given name

Other given names * OR No other given names

Family name *

Date of birth *

Change clearance from volunteer to paid worker

Yes No / Not applicable

Change of contact details

Yes No

Change of name

Yes No

Change of gender

Yes No

Next

STEP 2 – go to NSW Motor Registry

Please take your application number and proof of identity to a NSW Motor Registry, Government Access Centre, or Service NSW office and pay the \$80 application fee. Find a location at www.service.nsw.gov.au/service-centre.

Once processed, your Working with Children Check number will stay the same. The only change will be the letter at the end, with the old 'V' now changed to an 'E'.

You will receive your results by email (or post if you don't have an email address). If you have not received your results within four weeks, please email your details and new application number to check@kidsguardian.nsw.gov.au.

For common causes of delays, see [FACT SHEET: When will I receive my results?](#)

More information

If you would like more information, please refer to the Frequently Asked Questions (FAQ) and fact sheets available on the fact sheets and resources page of the website at www.check.kids.nsw.gov.au.

If you have further questions, please email check@kidsguardian.nsw.gov.au.

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