

# NSW New Working with Children Check Application & Verifying Process

Apply online [www.newcheck.kids.nsw.gov.au](http://www.newcheck.kids.nsw.gov.au)  
or call (02) 9286 7219 & a support officer will complete the form for you.

Once form is submitted you will receive an  
**Application Number**

**Take the Application number and your ID to the RTA** & Choose '**Other**' button at ticket machine  
E.g. Drivers License, Passport, Rates Notice, Medicare Card, Full Birth Certificate etc.

- Paid employees pay a **fee of \$80**
- Volunteers are **free**

You will receive a 'Working with Children **Check Number**' either as an email or in the post from Office of the Children's Guardian.

Parish Office to forward the completed  
**Catholic Diocese of Parramatta's 'Working with Children Check Notification Form'**  
(Found under the forms section on the Diocesan website)  
for Verification with Chancery Office to;

- Email: [WWCC@parra.catholic.org.au](mailto:WWCC@parra.catholic.org.au)
- Fax: 02 9630 4813
- Postal: Office for Safeguarding and Professional Standards  
Diocese of Parramatta  
PO Box 3066  
North Parramatta NSW 1750

**The Chancery will notify the Parish by email which will contain;**

- **Status of Applicant** – Cleared to Work, Application in Process or Barred
- **The Expiry Date** of the persons Working With Children Check