

# Working with **Children Check**



RMIT UNIVERSITY STUDENT UNION  
CLUBS DEPARTMENT

# RUSU CLUBS

# Working with Children Check (WWCC) – Victoria

Website: [workingwithchildren.vic.gov.au](http://workingwithchildren.vic.gov.au)

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RUSU is committed to the safety and wellbeing of Children and young people. All executive members of the club (including President and Secretary) must have a valid Working with Children Check (WWCC) This is mandatory even if your club doesn't accept under-18 members.

The application can be completed online and includes the following steps:

## Step 1: Application Type

Application type: Volunteer (free)

## Step 2: Personal Details

You will be asked to provide:

- Full name
- Sex
- Date of birth
- Country of birth
- Email address (Please use your own personal or student email address – this is where your unique application QR Code will be sent)

## Step 3: Proof of Identity

To apply fully online, you must provide two identity documents, one of which must include a photo.

- **Identity document 1 (one required):**  
Australian passport, Foreign passport with a valid Australian visa, Australian birth certificate or ImmiCard.
- **Identity document 2 (one required):**  
Australian driver licence or Medicare card.

### Important:

The name on both documents must match.

If you do not have the required documents to complete the check online, you can continue the application and then prove your identity in person at Australia Post.

To find an Australia Post location that processes WWCC Victoria applications, visit:  
[www.auspost.com.au/locate/services](http://www.auspost.com.au/locate/services)

## Step 4: Organisation Details

Use the following details when completing this section:

Organisation details:

- **Organisation name:**  
RUSU (RMIT University Student Union)
- **Address:**  
124 La Trobe Street, Melbourne VIC 3000
- **Phone:** 03 9925 1842
- **Email address:** [rusu.clubs@rmit.edu.au](mailto:rusu.clubs@rmit.edu.au)
- **Organisational field:** 52 – Educational institutions > Other institutions providing children's study or training programs

## Step 5: Review & Submit

Review your details and submit your application.

## After You Apply

Please email a copy of your WWCC to:  
[rusu.clubs@rmit.edu.au](mailto:rusu.clubs@rmit.edu.au)

# Working with Children Check

## Proof of Identity requirements guide

### Why do I have to show proof of identity documents?

Proving your identity is essential when dealing with Working with Children Check Victoria. It is necessary to protect your identity and privacy, to ensure the accuracy and integrity of information that is analysed and to prevent applications being lodged under false names.

### What documents can I show as part of my application?

Victorian applicants have the option of securely verifying their identity online when completing their application form, or presenting their identity documents in person at a participating Victorian Australia Post outlet at time of application lodgement.

The combination of identity documents required varies depending on whether you follow online or in-person identity verification.

#### Online identity verification

Australia Post (acting as our agent) will perform your identity verification using Digital ID™. Online verification using Digital ID is fast, safe and secure.

You can verify your identity online if you have one document from each of these lists:

#### Photo ID

- Australian driver licence or learner permit
- Australian passport (dated upto three years after the expiry date)
- ImmiCard issued by the Australian Government

#### Other government issued ID

- Medicare card
- Foreign passport with Australian visa
- Australian citizenship certificate
- Pensioner concession card
- Health care card
- Commonwealth seniors health card

Your documents must show the same name and date of birth. All documents must be current and when combined, show your full name, date of birth and photo. If you successfully verify your identity online, you'll just need to present one acceptable photo ID document at Australia Post.

## In person identity verification

Victorian applicants who choose not to, or are unable to verify their identity electronically must take three original proof of identity documents with them to a [participating Victorian Australia Post outlet](#) when they go to finalise their application.

The three documents from the list below must be current and when combined, show your full name, date of birth and photo.

The acceptable proof of identity document combinations are:

- one primary document and two secondary documents
- two primary documents and one secondary document, or
- three primary documents.

You cannot use two of the same type of identity documents to make up the three documents (for example, two different credit cards). With the exception of Foreign Passports, all proof of identity documentation must be Australian issued.

## Interstate applicants

Applicants residing interstate who need to apply for a Victorian Working with Children Check do not have the option of verifying their identity online. After filling in the online application form, applicants need to have copies of their identity documents certified before mailing them to the department.

The acceptable proof of identity document combinations are:

- one primary document and two secondary documents
- two primary documents and one secondary document, or
- three primary documents.

When combined, the documents must verify your full name, date of birth and photo. You cannot use two of the same type of identity documents to make up the three documents (for example, two different credit cards). With the exception of Foreign Passports, all proof of identity documentation must be Australian issued.

For further information on interstate applications, refer to the [interstate applicant information guide](#).

## Acceptable proof of identity documents

Primary proof of identity documents				
Document	First name	Surname	DOB	Photo
Australian passport (dated up to three years after the expiry date)	✓	✓	✓	✓
Foreign passport	✓	✓	✓	✓
Current Australian visa or document for travel within Australia	✓	✓	✓	
Australian driver's licence	✓	✓	✓	✓
Australian driver's learner's permit	✓	✓	✓	✓
Immigration (Immi) card	✓	✓	✓	✓
Australian birth certificate issued by Registry of Births, Deaths and Marriages	✓	✓	✓	
Australian citizenship certificate	✓	✓	✓	
Medicare card	✓	✓		
Marriage certificate issued by Registry of Births, Deaths and Marriages	✓	✓	✓	
Keypass ID card	✓	✓	✓	✓

## Secondary proof of identity documents

Document	First name	Surname	DOB	Photo
Australian firearms licence	✓	✓	✓	✓
Government issued proof of age card	✓	✓	✓	✓
Victorian marine licence	✓	✓	✓	✓
Centrelink card (showing reference number)	✓	✓		
Australian certificate of resident status	✓	✓	✓	
DVA card	✓	✓		
Tertiary student ID Card	✓	✓		✓
Secondary student ID Card	✓	✓		✓
Private security individual operator licence	✓	✓		✓
Private health insurance card	✓	✓		
Australian bank issued credit or account bank card (American Express or Diners Club not accepted)	✓	✓		
Superannuation statement (up to 24 months old)	✓	✓		
Australian Tax Office taxation assessment notice (up to 24 months old)	✓	✓		
Motor vehicle registration (up to 12 months old)	✓	✓		
Utilities notice (up to 12 months old)	✓	✓		
Council rates notice (up to 12 months old)	✓	✓		
Financial institute statement (up to 12 months old)	✓	✓		
Electoral enrolment	✓	✓		
Rental contract or receipt issued by landlord, agent, owner (up to 12 months old)	✓	✓		
Seniors card	✓	✓		
Visa entitlement verification online (VEVO) statement	✓	✓		
VIT registration card	✓	✓		
Victoria police member ID card (sworn and unsworn members)	✓	✓		✓
ADF ID card	✓	✓		
Commonwealth / state government ID card	✓	✓		✓
Aviation security ID card	✓	✓		✓
Maritime security ID card	✓	✓		✓

## What happens if my name on any of my documents doesn't match my name on my application form?

The name on your application must:

- be your full legal name
- match the name on each of your identity documents. If not, you must provide a document that links your current and former names. This can include:
  - marriage certificate
  - change of name certificate (issued by Registry of Births, Deaths and Marriages)
  - divorce papers linking both names
  - deed poll
  - foreign marriage certificate (translated into English by an authorised interpreter/translator service)

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## More Information

**Website** [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

**Email** [workingwithchildren@justice.vic.gov.au](mailto:workingwithchildren@justice.vic.gov.au)

**Customer Support Line** 1300 652 879  
8.30am – 5pm, Monday – Friday (except public holidays)



If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Line.

**TTY** 13 36 77

**Speak & Listen** 1300 555 727

*Disclaimer: This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.*

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