You need to do the following:

**STEP 1: Fill in an online application form**

- Go to www.newcheck.kids.nsw.gov.au and fill in the online application form. If you do not have access to the internet, please call (02) 9286 7219 for assistance.
- Please make sure the details you provide are EXACTLY THE SAME as the details on your identity documents. You will need to provide Drivers Lic6196 or RTA Photo Card or Passport.
- If you have submitted the form with a mistake, please redo the form to avoid problems with the proof of identity requirement at step two.
- **Ensure you select the correct category: paid or volunteer worker.** Voluntary workers do not pay a fee. The $80 fee for paid workers is not refundable if you are a volunteer and you choose ‘paid worker’ by mistake. A Check for paid workers will cover both paid and volunteer work in NSW for five years.
- Once you have submitted the form, you will receive an application number that looks like this: APP1234567.

**STEP 2: Present proof of your identity**

- Go to a NSW motor registry or NSW Council Agency that offers Roads and Maritime Services. (New name for RTA)
- You will need your application number and **proof of your identity** (same as for a NSW driver’s licence). You must have both of these items for your application to proceed.
- If you are in paid work, you will also be required to pay an $80 fee for a five year clearance

**PLEASE NOTE! Before you go to a NSW motor registry or Council Agency:**

- You cannot submit proof of identity on behalf of someone else. You must appear in person with your own documentation.
- Proof of identity cannot be performed outside of NSW. It must be completed at a NSW motor registry or NSW Council Agency that offers Roads and Maritime services.

**Receiving your results**

You will receive your outcome and Working With Children Check number by email (or post if you do not have an email address). See also **FACT SHEET: When will I receive my results?** If you have not received your results within **four weeks**, please email your details and application number to newcheck@kids.nsw.gov.au.