



The Process for Renewing a WWC Card Online

Information for employers, volunteer organisations and education providers

Overview

There are two ways to renew a WWC Card. For a card holder whose WWC Card is due to expire within three months, and who is continuing child-related work, they can:

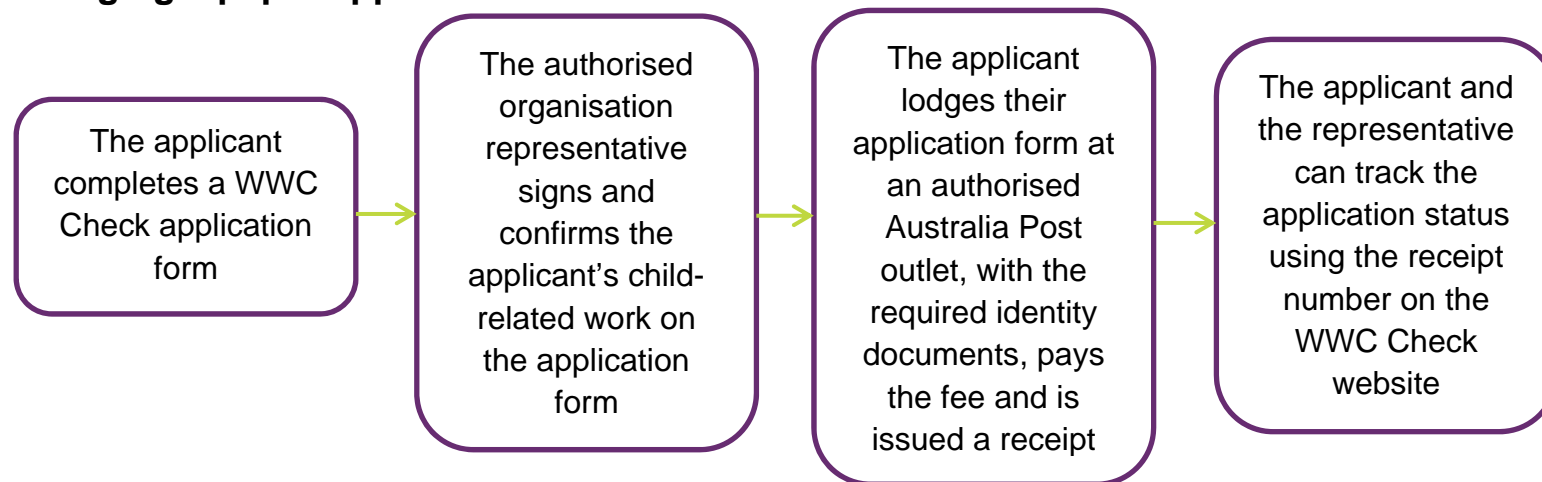
- lodge a paper application form at an authorised Australia Post outlet; or
- complete a WWC online renewal form

*Online renewal is only available to eligible card holders. For more information go to the WWC Check website - Renewing a WWC Card:

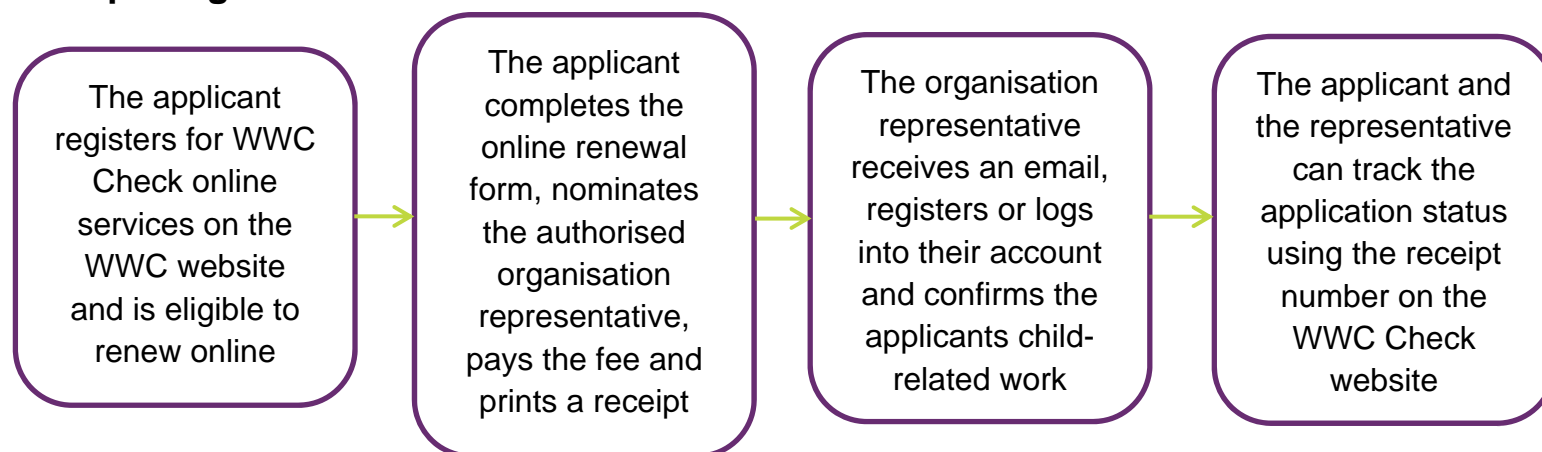
www.workingwithchildren.wa.gov.au

You can adapt your current Working with Children (WWC) application processes to use the online renewal process as summarised on page 2. Below are two diagrams outlining the difference between renewing a WWC Card at an authorised Australia Post outlet and submitting an online renewal form. Please note these diagrams are a summary only and do not include all circumstances or variations of the process.

Lodging a paper application form at Australia Post



Completing a WWC online renewal



What you need to know: Summarised steps for WWC Check online renewals

Please note the online renewal is only available to eligible card holders. For more information go to: WWC Check website - [Renewing a WWC Card](#)

1. Set up the process

- Provide your current card holders with your organisation's correct name and address details so this information is correct in their renewal application.
- Provide card holders with the name, position title, email address, contact number and postal address of your authorised organisation representative, the person who will electronically sign the form on behalf of your organisation.

Please note: Use of a generic email account for your authorised organisation representative is not appropriate. Representatives should also set their spam filters to allow messages from 'wwc-noreply@cdfs.wa.gov.au'.

Representative's email address
If this email address is known to us, the person's details will appear below.

The email address entered above is new to the system.
Please enter all details below.

Representative's full name

Representative's job title

Representative's daytime phone number
For landlines, include area code

Address where representative works
Street number and name

Suburb or town

State or territory

Postcode

2. Register an account

- After the first online renewal application is submitted, the authorised organisation representative will receive an email with a link from the WWC Screening Unit, advising them that an online renewal application has been received. The link will always start with:

"<https://workingwithchildren.wa.gov.au/employerreprogin>".

The Working with Children (WWC) Screening Unit allows online applications to renew a WWC Card. This replaces the Application for WWC Check form.

If you already have an online WWC employer account:

Please log in to your existing account and electronically sign the declaration for any new applications.

If this is your first time:

Please sign up for WWC Check online services for organisations. You will need to register an account an

[Please follow this link to register or login](#)

- The representative clicks on the link provided and registers an account. Creating an account includes selecting a password and consenting to online services and for the WWC Screening Unit to use registration details for future online renewal applications.
- If the authorised representative does not register and confirm whether the applicant is in child-related work, they will receive a weekly reminder email that applications are still awaiting confirmation. After registering the representative will receive emails for any newly submitted online renewal applications.

For privacy reasons information about online applicants will only be provided after the representative logs into their account.

3. Confirm child-related work

- The representative logs into their account following the link in the email. The representative ensures all contact details are correct. They must also ensure that the details of where copies of notices should be sent are correct. With consent, these organisation details will be saved on the WWC Screening Unit's database, prefilling future online renewal applications requiring the same authorised representative to confirm.
- The representative reviews the list of online renewal applicant/s and confirms whether any are in child-related work with your organisation.
- Once renewal applications are confirmed, your organisation will be informed of the outcome and will receive a copy of the notice issued (usually a WWC Card).

Your Applicants

All questions must be answered yes or no.

Can you confirm that the person/s listed below

Person 1

Person's full name
MR JOHN SMITH

Date of birth
06/06/1978

Yes
 No

4. Check the status of an application

- Request a copy of the applicant's renewal receipt.
- Go to the WWC Check website to – [Check WWC Application Status](#).
- Enter the applicant's receipt number and their surname to review the status of the application.