



Blue Card Application Procedures

On 31 August 2020, in line with the new 'No Card, No Start' legislation, Blue Card Services released changes to the Blue Card application processes, including the ability for individuals to complete an application form, without being attached to an organisation. They also introduced a new online application process which speeds up the application process.

'No Card, No Start'

Individuals must have a valid blue card before they start paid work or volunteer. All card holders must apply to renew their blue card before it expires in order to continue working/volunteering. If an individual lets their card expire, they will have to cease work until they obtain a new valid blue card.

Identification Documentation

The new processes work with the Department of Transport and Main Roads (TMR) to verify an individual's identity and to obtain a photo for their blue card. Applicants will need a customer reference number (CRN) from TMR before they can apply for a blue card. You can find this number on any product TMR has issued, including:

- A drivers licence;
- An adult proof of age card; or
- A photo identity card.

If an individual does not have a CRN or their photo with TMR was taken more than 6 years and 9 months ago, they will need to visit a TMR service centre. There is no fee for the CRN or the photo.

Payment for Applications

Employees will now be required to pay for their own Blue Card application up front. For employees working in parts of the organisation where the organisation covers the cost of the Blue Card, the employee can pay for the application and either:

- o complete a Work Related Expense Claim form to be reimbursed for the expense; or
- o claim it as a work expense on their annual tax return.

Where authorised to do so, a Manager may permit an employee use a work Credit/Debit Card to pay for the application.

Applications for Volunteers and Students are still free.

Online Applications

To apply online, individuals will need to register for a Blue Card online account (registration is a one-time process). Once they have set up their account, an individual will be able to **Apply/Renew** their Blue Card, and **Update** their details online.

Registration for Blue Card online account – <https://my.bluecard.qld.gov.au/account/registration>

Log in to your Blue Card online account - <https://my.bluecard.qld.gov.au/login>

Hard Copy Application Form

For volunteers that are not comfortable completing the online application process, there is still a hard copy application form that can be used. A copy of the application form can be found on the Archdiocesan Intranet. Please ensure you only use this form so we can ensure applicants are correctly linked to the correct Archdiocesan account with Blue Card Services

Please note: hard copy applications must be accompanied with copies of the persons TMR identification which has been certified by either a Justice of the Peace, Commissioner of Declarations, Lawyer or Police Officer.

Linking a Blue Card

For employees and volunteers who already have a Blue Card and either commence with the organisation, or start undertaking work with children, we are now able to link their card through our Blue Card Organisation Portal, without the need for filling in any applications. Details of the individuals Blue Card and their date of birth just need to be provided to the People and Culture team who can link the card accordingly.

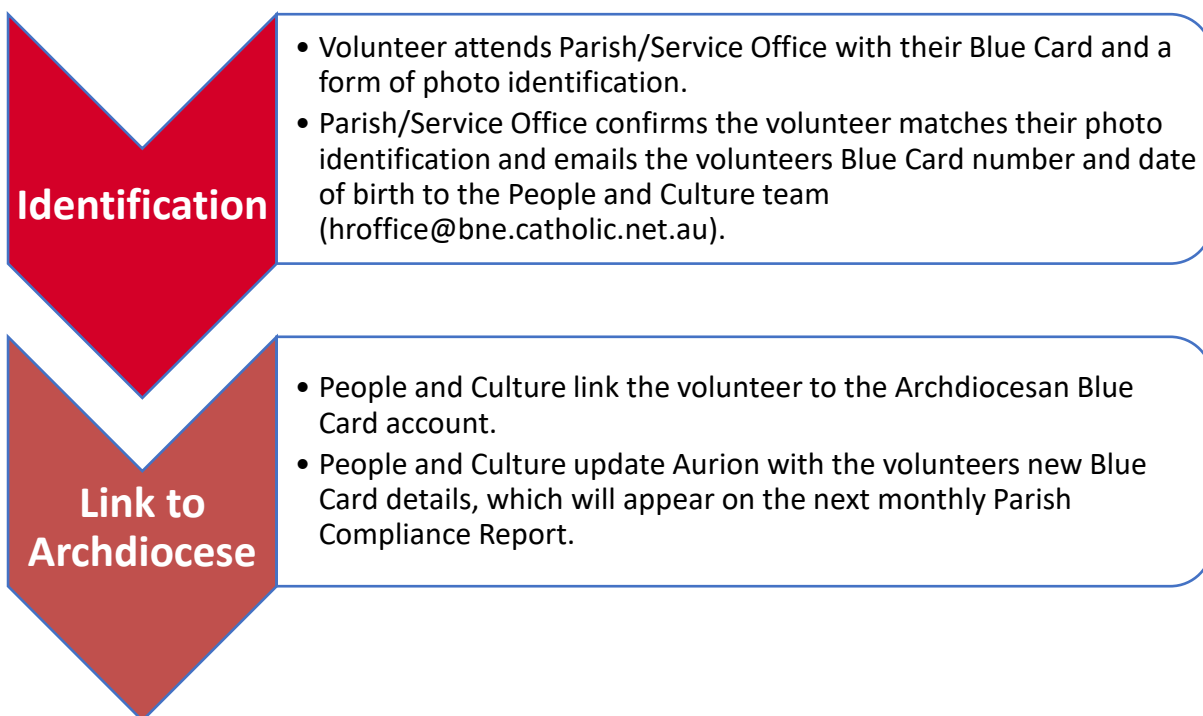
Employees and volunteers who already have a card linked to the Archdiocesan account, and are renewing their Blue Card will remain 'linked' as long as they apply for their new Blue Card prior to their current card expiring. If an individual lets their card expire, they will be required to provide their new card to the People and Culture team in order for us to 'link' their card again.

Questions?

If you have any further queries regarding the changes, please contact the People and Culture (HR) Team on 3324 3024.

Blue Card Procedure

New Volunteer – with current Blue Card

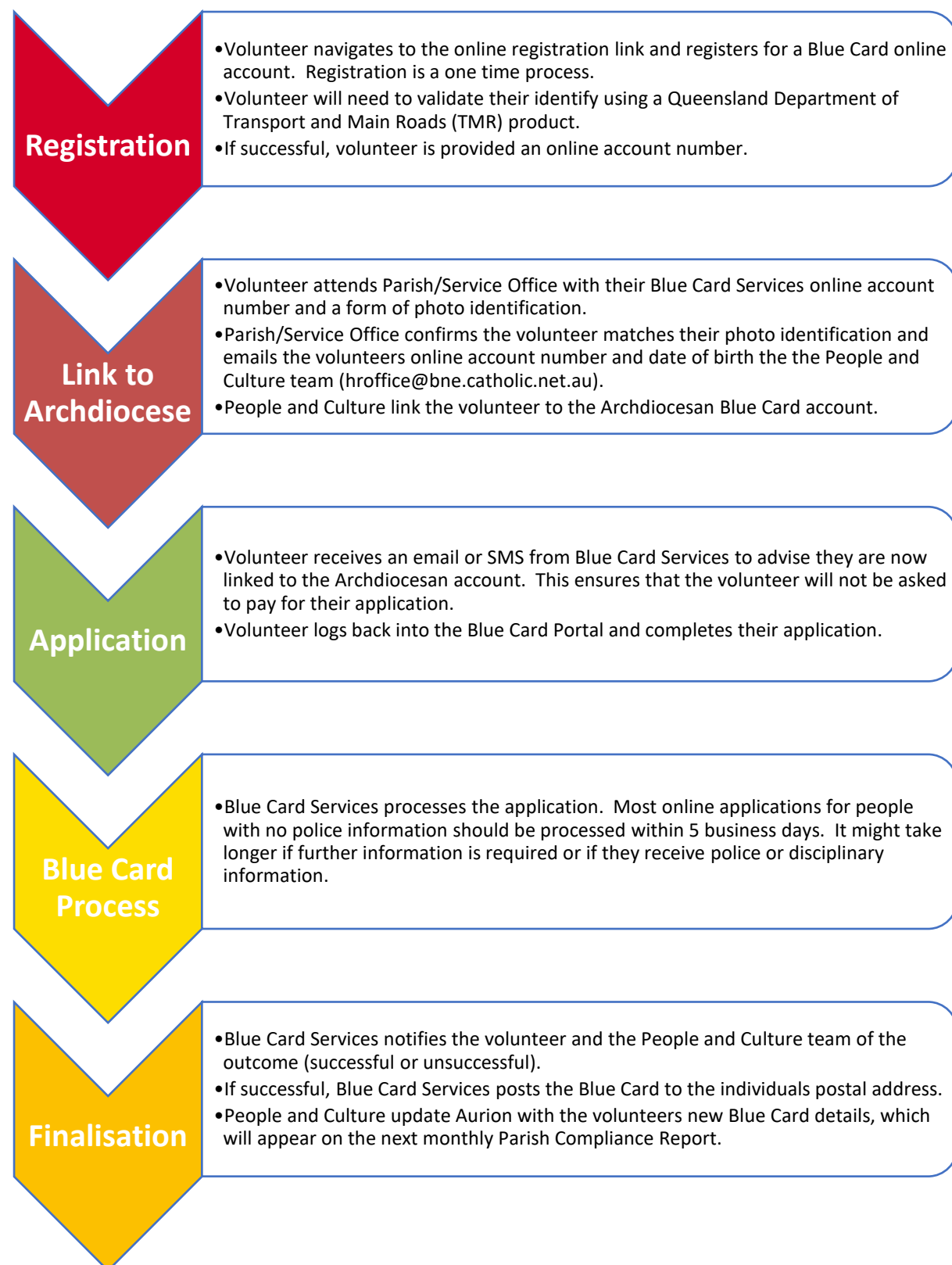


Blue Card Procedure

New Volunteers – without a current Blue Card - Online Application

Registration for Blue Card online account – <https://my.bluecard.qld.gov.au/account/registration>

Log in to your Blue Card online account - <https://my.bluecard.qld.gov.au/login>

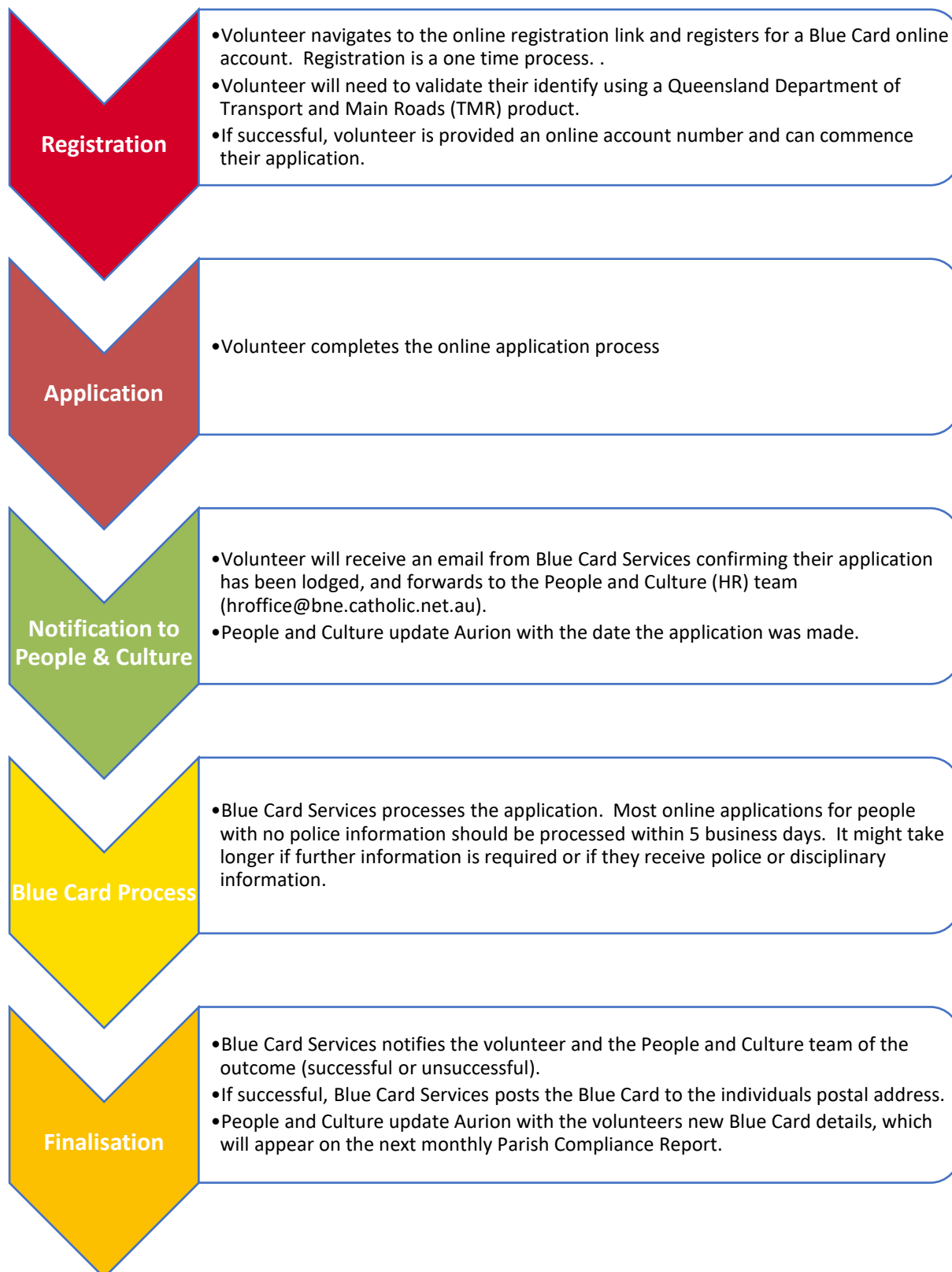


Blue Card Procedure

Volunteers – Needing to Renew their Blue Card – Online Application

Registration for Blue Card online account – <https://my.bluecard.qld.gov.au/account/registration>

Log in to your Blue Card online account - <https://my.bluecard.qld.gov.au/login>



Blue Card Procedure

Volunteers – Paper Application or Renewal Process

