

# How to Apply for a Working With Children Check—Volunteer

Start your application on line at  
[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Click on applications



Working with  
Children Check



MyCheck login

About the Check

Applications

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## Applications

This section explains what is involved in applying for a Check:

- [Apply for a Check](#)
- [How to lodge your application](#)
- [Proof of identity requirements](#)



### Top Tips



Applying for a Check? Fill out the form online then

Then apply for a Check

All our volunteers do need to apply for a check so then go to

Where will you lodge your application?

### In Victoria?

Fill in the online form then finalise your application at a participating Victorian Australia Post retail outlet.

Apply in Victoria

Read the instructions and then go into

Start application

You are applying for a Volunteer Check

Do you need an Employee or Volunteer Check? \*

Employee

Volunteer

On page 3 of your application under Organisation details enter:—

Craigieburn Primary School

87—91 Grand Boulevard


Craigieburn Vic 3064

93081228

Occupational Fields—using drop down option

**Occupational fields 1**

Occupational fields \*  
Select at least one

44 Educational - state schools (all primary, secondary, technical and special schools) 












Choose option 44

You can either verify your identity on line or at Australia Post. You will need

You can verify your identity online if you have 2 (two) of the following documents, including one with your photo:

- Australian driver's licence or learner's permit
- Australian passport including a passport that has expired no more than 2 years ago
- Medicare card
- Current Australian visa or document for travel within Australia
- Immigration (Immi) card issued by the Australian Government
- Australian birth certificate
- Australian citizenship certificate
- State registry marriage certificate

Once you have finished your application you will receive an email with instructions on how to finalise your application at Australia Post.

 <p><b>Craigieburn Post Shop</b> Shop D5 340 Craigieburn Road, Craigieburn, VIC, 3064</p> <p> <a href="#">Get distance</a></p> <p> <a href="#">Directions</a>  131 318 </p> <p><b>Open now</b> 9:00am - 6:00pm </p>	 <p><b>Craigieburn North LPO</b> Highlands Shopping Centre, Shop 8 300-332 Grand Boulevard, Craigieburn, VIC, 3064</p> <p> <a href="#">Get distance</a></p> <p> <a href="#">Directions</a>  (03) 8339 4807</p> <p><b>Open now</b> 9:00am - 5:00pm </p>
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The above Craigieburn Post Offices can help you. They will take a photo (at no charge to you). There is no charge for a Volunteer Check.

The school will be notified once your check has been approved.