



Working with children checks

New Check Online Application

1 Log in via the QR code



2 Ensure you select the correct type of check for your membership type.

Note: Members that are volunteers and employees should select employee.

3 Read the requirements and follow the prompts to identify yourself.

Having trouble identifying yourself? Visit Births, Deaths and Marriages: bdm.vic.gov.au

4 Enter your personal details as required.

5 "Child Related Work" type **must** be:

76 Supervision of a child (under 15 years of age) in employment under the Child Employment Act 2003 (Child Care & Supervision Section)

6 "Where you work or volunteer" **must** be:

Victoria State Emergency Service
168 Sturt Street Southbank
03 9256 9000
people@ses.vic.gov.au

7 Review your application

8 Payment is not required for Volunteer Checks. Employees can pay via a VICSES Corporate Card.



Tell VICSES about your WWCC

Whether it is a new check, or you have renewed an existing check, complete the WWCC Snapform so we can promptly update your details.



Existing Check Update of Organisation Details

1 Log in via the QR code



2 "Where you work or volunteer" **must** be:

Victoria State Emergency Service
168 Sturt Street Southbank
03 9256 9000
people@ses.vic.gov.au

Renew Check Online Application

1 Log in via the QR code



2 Confirm your details.

If your WWCC has been expired for more than 3 months you cannot renew.

See *New Check* process.

3 Submit



For enquiries please contact people@ses.vic.gov.au