



# Working With Children Checks

## New Check - Online Application

1. [WWCC Apply](#)  
Log in.



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? Births, Deaths and Marriages:  
<https://www.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](mailto: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 or will be reimbursed via [Personal Reimbursement Form](#)

## Existing Check - Update of Organisation Details

1. [WWCC Update Info](#)



2. Follow the prompts to identify yourself.

3. "Where you work or volunteer" MUST be:

Victoria State Emergency Service  
168 Sturt Street Southbank  
03 9256 9000  
[people@ses.vic.gov.au](mailto:people@ses.vic.gov.au)

## Renew Check – Online Application

1. [WWCC Renewal](#)



2. Confirm your details.

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

See New Check process.

3. Submit

## Teachers

1. [WWCC Teacher Notification](#)



2. "Where you work or Volunteer" MUST be:

Victoria State Emergency Service  
168 Sturt Street Southbank  
03 9256 9000

3. VICSES Contact Details MUST be:

Emma Watt  
[ChildSafety@ses.vic.gov.au](mailto:ChildSafety@ses.vic.gov.au)

For enquires please contact [people@ses.vic.gov.au](mailto:people@ses.vic.gov.au)