

CERTIFICATE FOR SELF EMPLOYED PEOPLE
IN CHILD-RELATED EMPLOYMENT

**How to Apply for a *Certificate for Self Employed People in
Child-Related Employment***

Step one: read these instructions

Step two: get the application form

The Application form can only be accessed on the Commission for Children and Young People's website – go to:

<https://check.kids.nsw.gov.au/index.php#self-employed>.

Step three: complete Part A of the application form

Please complete the form on screen before you print it. Do not complete Part D as it is completed by the Police. Do not sign the application form at part C until you submit it at a Police station.

Fill in all the information sought in part A. You must include your previous names (eg your name before marriage). The form needs to be legible and complete so:

- **Type in clear BLOCK CAPITALS only.**
- **Use one letter or number for each box.**
- **Leave an empty box between words, but not between numbers.**
- **Mark choices in the boxes indicated with an X, not a tick.**
- **Use an additional form if you have more than three (3) previous names.**
- **If you make a mistake correct it or start again with a new form.**
- **Print the completed form.**

Step four: book an appointment with your local Police station

Your application cannot be processed until your identity is verified. You need to attend your local police station so they can verify your identity. Police require you to make an appointment before you visit and may not process your application if you don't have an appointment, so call your local Police station first and book a time.

Step five: attend your local Police station with the form, personal identification and the fee of \$80

The fee can be paid in cash or by personal or bank cheque, or money order, or Visa or Mastercard, but not by American Express.

To verify your identity to Police you must show them three types of identification from the list below. Your identification documents must be current and should include photographic ID and identification that includes your signature and date of birth. Give details of the identity documents you are using in the space provided on the application form. Acceptable types of identification are:

- | | |
|------------------------------------|---|
| - Passport (photo ID) | - Government-issued licence |
| - Driver's licence (photo ID) | - Birth certificate |
| - Government issued identity card | - Marriage certificate |
| or proof of age card (photo ID) | - Change of name certificate |
| - Photo employee identity card | - Certificate of citizenship |
| (photo id) | - Credit card |
| - Student identity card (photo ID) | - Government-issued senior citizens / |
| - Medicare or Private Health fund | concession card |
| card | - Rates notice |
| - Union or professional | - Utility account (eg electricity, gas, |
| membership card | water etc) |

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Sign the application form at Part C in front of the Police officer at the Police station when showing your identification.

Your consent shows you agree:

- **to the release of relevant criminal history information** held by any Australian police agency to the NSW Commission for Children and Young People either at the time of this application or during the life of the Certificate.
- **to indemnify officers** against actions arising from the release of information
- **that you are ineligible** to apply for, or otherwise attempt to obtain, to undertake or to remain in child-related employment if you have been convicted of a serious sex offence or a child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if you are a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.
- **to the use of any information obtained** as part of this national criminal history record check by Australian police agencies for law enforcement purposes; including the investigation or any outstanding criminal offences.
- **that your certificate** can be posted to your residential address.
- **that the person engaging you** in child-related employment may verify your certificate on the NSW Commission for Children and Young People's website by entering your certificate number. You consent to the Commission then displaying on screen your full name and any conditions attached to your certificate.

Applications cannot be processed unless you give consent to the above. Seek legal advice if you are unsure of your status as a prohibited person.

The \$80 fee covers the cost of processing your application. The fee is not refundable because the cost of processing your application and getting your records is incurred whether or not you are eligible for a Certificate.

Step six: the certificate will come through the mail

The NSW Commission for Children and Young People will send you the Certificate. Certificates can take up to a month to be completed. If the Commission identifies a record that may prohibit you from child-related employment, they will contact you to find out more. Keep your receipt from NSW Police as proof that you have applied.

IMPORTANT INFORMATION

You can only have one certificate at any time. If you apply for an additional certificate we will not issue it to you or refund the fee for the additional certificate.

See our Fact Sheet for more information about the Certificate scheme, including how to renew your certificate, go to:

http://kids.nsw.gov.au/uploads/documents/CSEP-FactSheets_2010.pdf.