

## **Blue Cards**

Thank-you for your enquiry regarding "blue cards".

The process can be completed 7.30am-4.00pm during term times. Please come to the Dean of Administration & Curriculum's Office which is located in the Roe Building (20 on the attached map). If I am not available, my PA, Ms Claire Hale, in the office next door, can arrange for this to be completed.

A copy of the required pre-filled application/renewal form is attached. More copies are available from *MyGrammar- Administration – Blue Cards* or can be obtained when you arrive. You will need to bring your personal ID (as specified in the application) and your blue card for copying purposes.

Feel free to give me a call on 262 if you have any queries.

Thanks

***Cheers***

***Claire Hale***

**PA to Deputy Headmaster – Teaching and Learning,  
Dean of Studies and Dean of Administration and Curriculum**

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Web: [www.brisbanegrammar.com](http://www.brisbanegrammar.com)

Valid for lodgement  
until 30 June 2014

QUEENSLAND



commission for  
children and young people  
and child guardian

# Authorisation to confirm a valid card/application

This form is to be completed by blue/exemption card applicants/  
cardholders who have lodged an application or obtained a card  
through another organisation and are providing child-related  
services with a new organisation. Upon lodgement of this form,  
the Commission will notify the authorised organisation/person  
of the applicant's/cardholder's current status and record the  
new organisation as a new employer who will receive ongoing  
notifications of any relevant matters.

## PART A Cardholder/applicant's personal details

1 Family name

2 First name/s

3 Middle name/s

4 Date of birth        
DAY MONTH YEAR

5 Place of birth

6 Current postal address  
  
  
Postcode

7 Telephone

8 Mobile

9 Email

10 Blue card number  Blue card expiry date

11 Is your work with the organisation in Part B:  
 Paid  Volunteer  Student

## PART B Authorised person's details

1 Name of organisation

2 Name of authorised contact person

3 Position

4 Postal address  
  
  
Postcode

5 Telephone

6 Email

## PART C Child-related activity details

1 Please select the type of child-related activity to which the employment relates:

Child accommodation including home stays

Child care (including education and care)

Churches, clubs and associations

Education programs conducted outside school (suspended or excluded students or flexible arrangements under the *Education (General Provisions) Act 2006*)

Health, counselling and support services (including disability services)

Licensed care services

Paid private teaching, coaching or tutoring

Religious representatives

Residential facilities

School boarding houses

School crossing supervisors

Schools (other than registered teachers and parents)

Sport and active recreation

*Information about categories of child-related employment and whether any exemptions apply is available from [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)*

## PART D Cardholder/applicant's consent

I declare that:

- the information and identification documents provided by me are true and correct;
- I understand it is an offence to provide a false or misleading statement or document;
- I am proposing to start or continue in regulated employment;
- I am not entitled to an exemption;
- I understand and will comply with my blue card obligations as a blue card applicant/cardholder; and
- I consent to the Commission publishing/providing confirmation on whether or not my blue card is valid.

Signature

Full name

Date

DAY	MONTH	YEAR			

### Privacy notice

The *Commission for Children and Young People and Child Guardian Act 2000* allows the collection of personal information to assess your eligibility to be issued with a blue card or exemption card.

Information will be provided to Queensland Police, and may be provided to police, courts, prosecuting authorities or other authorised agencies as part of the screening process. Information may also be given to:

- certain disciplinary bodies to obtain relevant disciplinary information; and/or
- your employer, any supervisory body, or other person you have authorised to discuss your application on your behalf.

Personal information will only be provided to other persons or agencies with your permission or where required by law.

Advice about your card's validity may also be provided through the Commission's online validation process.

## PART E Organisation/employer declaration

I declare that:

- I understand it is an offence to provide a false or misleading statement or document;
- I am authorised to submit this form on behalf of the organisation;
- the blue card holder/applicant is proposing to start or continue in regulated employment;
- an exemption does not apply;
- I have either:
  - o checked the details provided in this form and confirmed they match those on the identification documents sighted; **OR**
  - o delegated this responsibility to a prescribed person and have attached the 'Identification verification by prescribed person' form.

Signature

Full name

Date

DAY	MONTH	YEAR			

Please mail this completed document to:  
**Commission for Children and Young People  
and Child Guardian**

**Postal:**

PO Box 12671  
Brisbane George Street Qld 4003

**Phone: 07 3211 6999**

**or**

**1800 113 611**

**Fax: 07 3035 5910**

**[www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)**