



St. Monica's Catholic Church

22 Robinson Street,
Moonee Ponds, Victoria 3039

Phone: (03) 93705035

Email: mooneeponds@cam.org.au Website:

Instructions for Working with Children Checks

This document contains instructions on how to:

1. **Apply for a WWCC**- for those who currently do not have a WWCC
2. **Renew your WWCC**- for those who WWCC has expired
3. **Link and existing WWCC to St. Monica's Catholic Church Moonee Ponds**

APPLY FOR A WWCC

To apply for a WWCC you will need access to the internet, an email address, and details of every address you have lived at in the last 5 years within Australia.

Go to the Department of Justice website www.workingwithchildren.vic.gov.au . Click on the 'Apply for Check' button and follow the prompts to complete your application online. When completing your application, choose or enter the following details in the appropriate places:

Check Type: **VOLUNTEER**

Occupational Code: **64- RELIGIOUS ORGANISATION**

Organisation Details:

St Monica's Catholic Church

22 Robinson Street,

Moonee Ponds,3039

Ph: 03 9370 5035

When the Department of Justice has completed processing your application, they will notify us directly of the details of your WWCC

RENEW YOUR WWCC

To renew a WWCC that has expired, go to www.workingwithchildren.vic.gov.au ,click on "Renew your Check": button and follow the prompts. *(Can be renewed online 6 months before expiry and up to 3 months after expiry- although your card is not valid when expired)*

LINK AN EXISTING WWCC TO ST. MONICA'S CHURCH

If you have a WWCC from another organisation, you must link it to our Church so that the Department of Justice is aware that you volunteer at St. Monica's Catholic Church and can notify us of all relevant details relating to your WWCC.

To link your WWCC to St. Monica's Church, go to www.workingwithchildren.vic.gov.au , click on the "Update my Details" button and follow the prompts.

Or call 1300 652 879 to update your details over the phone.

The details to link your WWCC to St. Monica's Church are the same as those highlighted above.

The Department will notify us directly when your WWC has been successfully linked.

The Parish Office is happy to assist your online WWC Application just ring 9370 5035 and make an appointment