

SLSQ Procedure

Subject: Completing Blue Card Applications and Submission to Blue Card Services	Department: Administration and Compliance
Procedure No: ADM006	Version No: 4
Effective Date: 10.11.2022	Approved Date: 10.11.2022
Revision Date: 1 July 2023	Approved by: Membership Services

Purpose

To provide direction and assistance to clubs and members to complete online registration and applications through the Blue Card Services portal, provide direction on which form a member should complete, assist clubs to check accuracy of the completed blue card application and uploading the application to Blue Card Services directly to their website when required.

To ensure that our volunteers can continue within their roles, it is extremely important to ensure the applications are completed before current cards expire and correctly the first time to prevent delays and respond to requests for further information from BCS.

No Card No Start. It is required by legislation to hold a valid blue card before commencing volunteer or paid work.

Scope

For the attention and action of affiliated Clubs and Branches.

Definitions

BCS – Blue Card Services

CRN – Customer Reference Number

SLSQ – Surf Life Saving Queensland

TMR – Department of Transport and Main Roads (QLD)

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Procedure

To apply for or renew a blue card the primary method is online through the Blue Card Services Application Portal and secondary is the paper forms uploaded to BCS website for processing.

Linking: All blue cards must be linked to SLSQ with BCS as the organisation to be notified of any changes to blue card holders eligibility status. Provide card details through the survey (link) or by emailing bluecards@lifesaving.com.au

Troubleshooting section to assist when things go awry.

Required SLSQ Child Youth Risk Management Strategy and SLS-Child Safe Awareness Courses to strengthen our preventative strategies and actions.

SLSQ Organisation details

The following fields in any Blue Card application must be completed with these details as these are registered with Blue Card Services for Surf Life Saving Queensland and affiliated clubs.

Organisation details

Name of organisation:	Surf Life Saving Queensland
Organisation ID number:	85968
Physical location:	18 Manning St SOUTH BRISBANE QLD 4101
Postal address:	PO Box 3747 SOUTH BRISBANE QLD 4101
Contact person's name:	Kerrie Barnes
Contact person's position:	GM Membership and Ethical Standards
Telephone:	07 3846 8000
Email:	bluecards@lifesaving.com.au
Category of child-related activity:	Churches, clubs and associations <i>SLSQ and clubs come under this category</i>

Surfguard: Understanding and Entering Blue Card Information

To ensure data accuracy, do not remove any entered data except when updating the lodgement date for a new application submission.

1. Club's Responsibility

Enter the date of submission to Blue Card Services (uploaded form, see pages 16-17 for procedure) OR the date notification that a member has lodged their application (online) into 'Member Protection Declaration Date' field.

2. Surf Life Saving Queensland's Responsibility

Enter the date of a positive notice is received into 'Working with Children Registration / Verification Date' field; card expiry date into the 'Working with Children Registration Expiry Date' field; card number into the 'Working with Children Registration No' field; and select the 'Screening Type' from the dropdown menu.

Member Protection

Member Protection Declaration Form: Completed

Member Protection Declaration Date: CLUB TO ENTER (dd/mm/yyyy)

Member Protection Declaration Expiry Date: (dd/mm/yyyy)

Working with Children Registration / Verification Date: (dd/mm/yyyy)

Working with Children Registration Expiry Date: (dd/mm/yyyy)

Working with Children Registration No:

Member Protection Note: **SLSQ TO ENTER (All in blue)**
Please do not remove or change data in these fields to ensure data accuracy

Screening Withdrawn Date: (dd/mm/yyyy)

Screening Suitability Notice Date: (dd/mm/yyyy)

Screening Type:

National Police Check Application No:

National Police Check Expiry Date: (dd/mm/yyyy)

Linking Online Accounts and Current Blue Cards to SLSQ

Linking is completed by SLSQ through the Blue Card Services Organisation Portal, Blue Card Services no longer process these links for us as we are online. Do not upload Link forms to Blue Card Services as these will not be processed.

Linking is for:

- New applications online with an account number
- Renewal applications with an account number of expired cards no longer linked to SLSQ
- Current blue card and exemption card holders not linked to SLSQ

To link a Blue card portal account and current blue card submit the details to [SLSQ Survey](#) or bluecards@lifesaving.com.au to link to SLSQ in the Blue Card Services Organisation Portal.

Ensure they have an active Surfguard profile with your club to enter the details into.

Essential all details are accurate and correct.

Renew before current card expires and is still linked to SLSQ.

Linking an Account	Linking a Current Card
Account number issued when completed online Registration with Blue Card Services	Valid Blue Card or Exemption Card obtained for another workplace or volunteering role
Record your own account number	Please sight current blue card
Ensure member's Surfguard profile is active	Ensure member's Surfguard profile is active
Send details to SLSQ Survey or email SLSQ Blue Cards staff	Send details to SLSQ Survey or email SLSQ Blue Cards staff
Provide all of the below details: <ul style="list-style-type: none"> • Blue card online account number • Full name of member • Date of birth • If individual is a volunteer with the club or a paid staff of the club 	Provide all of the below details: <ul style="list-style-type: none"> • Blue card/Exemption card number • Full name of member • Date of birth • If individual is a volunteer with the club or a paid staff of the club

If you have registered online with Blue Card Services and have been linked to SLSQ, complete an online application at <https://my.bluecard.qld.gov.au/login> when:

- **Have not been issued with a blue card due to only completing the registration**
- **Your card is due to expire in the next 3 months**
- **Apply at least 1 month before your expiry date to allow processing time for your renewal**

When you do not have a QLD Department of Transport and Main Roads Product

Important Note:

Obtaining a CRN for NSW licence holders/non QLD licence holders **OR** if you do not have a QLD TMR product

1. Visit a QLD TMR centre, plan your journey before hand and be aware of opening hours and travel times.
2. Bring your valid documentation for identification checks such as licence, Medicare card, passport, credit card.
3. State you are applying for a Working With Children Card (Blue Card) and require a Customer Reference Number and photo taken.
4. Complete the form provided there, have a photo taken and sign.
5. Receive a CRN to use for your blue card online registration and application.
6. Allow up to 48 hours for your CRN to be recognised in the Blue Card Services online system.

Note: If you are only provided an 8 digit number and this is not allowing you to register online, try adding a Zero (0) at the beginning making it 9 digits of your provided CRN when registering online.

Primary Application Method: Online application

Step 1.

- Confirm a valid membership, advise members to renew or join online through [SLSA Member Area](#)
- Member to ensure all pre-requisites are met:
 - Be a Financial Surf Life Saving Club Member
 - 18 years and over or approaching 18th birthday
 - Hold a valid Queensland Department of Transport and Main Roads (TMR) identification or Customer Reference Number (CRN)
 - Your identification photo with Qld TMR is not older than 3 years

Important Note:

All supporting documents for proof of identification must be a Queensland Department of Transport and Main Roads (TMR) issued product. This will be electronically certified for you to continue with your registration. BCS use the photo with TMR on your new blue card.

Products accepted:

Driver licence
Adult proof of age card
Photo identification card
Industry authority
Marine licence indicator
Customer reference number (CRN) confirmation letter

If you need to obtain a TMR product or update your contact details with Department of Transport and Main Roads to proceed with your registration contact them on **13 23 80** or online at <https://www.service.transport.qld.gov.au/updatecontactdetails>

NSW Residents

To obtain a Customer reference number from a [Qld TMR centre](#) or by completing a [Remote Pack](#).

Step 2.

- Register for a Blue Card Services online account at <https://my.bluecard.qld.gov.au/account/registration>
- **Registering for an online account:**
- Follow Quick Reference Guide BCS Online Account Registration on **Page 8**
 - Read and confirm you accept the privacy notice
 - Enter your **Proof of identity**: QLD TMR product, name, date of birth, email or phone number. **Enter your name as it appears on your identification.**

BCS recommends providing them with an email address and consent to contact you by email so they can update you on the progress of your application. Updates are not available via SMS.

To provided or update an email or mobile number with TMR online at

www.service.transport.qld.gov.au/updatecontactdetails or call TMR on **13 23 80**.

- **Validate security code:** Receive, enter and Submit your security code in the provided section.
- **Set up two-factor verification:** Confirm your email or mobile number for two-factor verification.
- Enter your **Personal details**: title, gender, place of birth.
- If relevant enter your: previous blue card or exemption card, Teacher's Registration Number, QLD Police Identification Number, previous names.

Entering your current or previous blue card number helps BCS identify you, matching current details held with new applications and update where needed, this can assist in processing times.

- Enter your **Contact Details**: postal and residential address, phone number, email address.
- Read the **Declaration**, tick the box. Click **Accept and submit**.
- Receive and **Record your account number**.

Step 3.

- Accurately provide your account number with your date of birth to SLSQ via the [Blue Card Survey](#) at <https://www.surveymonkey.com/r/SLSQBCSLink>
Essential all details are accurate and correct.
- SLSQ will link your account to the organisation with Blue Card Services.
- Receive confirmation from Blue Card Services that your account has been linked to SLSQ (please check your junk/spam folder or login to BCS Applicant Portal to confirm your link to SLSQ)

Step 4.

- Login to your [Blue Card Services Applicant portal](#) at <https://my.bluecard.qld.gov.au/login> to complete your new or renewal application:
- Follow Quick Reference Guide BCS Online Application on **Page 9**
 - Select and enter your QLD TMR product number
 - Enter your date of birth
 - Read and Accept the Privacy Notice
 - Tick the box and Click **Login**
- Validate online security code. Receive, enter and **Submit** your security code in the provided section.
- Answer all questions and click **Next** to start the new or renewal application.
- Select your Type of child-related work and click **Next**.
- **Review your child-related activities** and confirm you are linked to the correct organisation.
- Enter your **Personal details** confirm your title and gender, Cultural identity relevant to you, if you are or have been one of the roles listed and Preferred language.
- List any **Previous names** you have had, if relevant.
- Confirm your **Address details** are correct, if not select No and update.
- Read the **Declaration**, tick the box and **Submit application**

Step 5.

- Receive confirmation from Blue Card Services that your application is submitted.
- Respond to correspondence from Blue Card Services to provide required information for your application to be processed.
- Blue Card Services will email you your card details.
- Club to ensure membership profiles are current and active in Surfguard.
- SLSQ receives details of blue cards issued and enters detail in Surfguard.

Step 6.

- Login to your [Surf Life Saving Members Area](#)
- Complete SLSQ Child Youth Risk Management Strategies Course (CYRMS)
- Complete SLS-Child Safe Awareness Course (CSA)

STEP 1

- Individual with intention to become a member or renew membership of a surf club [SLSA Members Area](#)
- In a position that requires you to hold a blue card.
- Member to ensure all pre-requisites are met.
- **VALID PAID, VOLUNTEER OR EXEMPTION BLUE CARD HOLDERS ONLY** provide card details at Step 3.

STEP 2

- Register for a [Blue Card Services](#) online account at <https://my.bluecard.qld.gov.au/account/registration/privacy-notice>
- Record your account number provided to you at the completion of your registration.
- **CURRENTLY LINKED ONLY** Registering online before your card expires to renew when SLSQ is in your linked organisations list, continue to complete renewal application and proceed to Steps 5 and 6.

STEP 3

- Provide your account number/valid blue card and date of birth to Surf Life Saving Queensland via the [survey](#) at <https://www.surveymonkey.com/r/SLSQBCLink> or to your surf club.
- SLSQ will link your account/valid blue card to the organisation with Blue Card Services.
- **VALID BLUE CARD HOLDERS ONLY** who have provided their details in the survey, proceed to Steps 5 and 6.

STEP 4

- Login to your [Blue Card Services Applicant portal](#) at <https://my.bluecard.qld.gov.au/login>
- Complete and submit your application to be processed by Blue Card Services.

STEP 5

- Blue Card Services will issue your card.
- Club will ensure your membership details are current in Surfguard.
- Surf Life Saving Queensland will enter your card details in Surfguard.

STEP 6

- **NO CARD NO START**-required by legislation to receive your blue card confirmation before commencing volunteer or paid work.
- Complete SLSQ Child Youth Risk Management Strategies Course (CYRMS).
- Complete SLS-Child Safe Awareness Course.

Resources:

Location: [SLSA Members Area](#)

<https://members.sls.com.au>

- Joining as an individual select **An individual**
- Joining as a family group select **My family**

Location: [Blue Card Services Applicant Portal](#)

<https://my.bluecard.qld.gov.au/account/registration>

- Volunteer Blue Card Application or Renewal
- Exemption Card Application

Location: [SLS Members Area eLearning](#)

<https://members.sls.com.au>

- Child Youth Risk Management Strategies Course (CYRMS)
- SLS-Child Safe Awareness Course (CSA)

Pre-requisites for members:

- Be a Financial Surf Life Saving Club Member
- 18 years and over or approaching your 18th birthday
- Hold valid Queensland Department of Transport and Main Roads (TMR) Identification or Customer Reference Number
- Your identification photo with Qld TMR is not older than 3 years

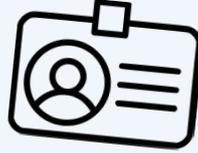
Key Points:

- Please ensure correct details are provided.
- Please respond to correspondence from Blue Card Services to provide required information for applications to be processed.
- Please ensure you renew your blue card before the expiry date to avoid processing delays and continue volunteering.

Blue Card Services Online Account Registration

Register for an online account

- Tick the box that you read and understood the privacy notice
- Click **Accept**



Queensland TMR products accepted:

- Driver licence
- Adult proof of age card
- Photo identification card
- Industry authority
- Marine licence indicator
- 18+ card
- Customer reference number confirmation letter

1 Proof of identity

Enter your:

Queensland Transport and Main Roads (TMR) product

Licence number/Customer Reference Number

Last name

First name

Middle name (if you have one)

Date of birth

Email address or mobile phone number

2 Validate security code

Receive, enter and **Submit** your security code in the provided section.

3 Set up two-factor verification

Confirm your email or mobile number for two-factor verification.

4 Personal details

Enter your:

Title

Gender

Country, Town/City,
State of birth

If relevant enter your:

Previous blue card or exemption card number.

If you are a **Teacher**, enter your Teachers Registration Number.

If you are a **Queensland Police Officer**, enter your Police Identification Number.

Add any previous names you have had.

5 Contact details

Provide your:

 Postal address

 Residential address

 Phone number

 Email address

6 Declaration

Read the Declaration, tick the box

Click **Accept** and submit.



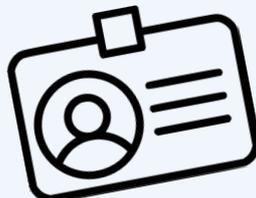
Next steps to complete your application

- Receive and record your account number.
- Accurately provide this with your date of birth to your surf life saving club and [SLSQ survey](#).
- Receive confirmation from Blue Card Services that your account has been linked to SLSQ.
- Login to your Blue Card Services Applicant Portal to complete and submit your new/renewal application at <https://my.bluecard.qld.gov.au/login>

Blue Card Services Online Application

Login: Application Portal

- Queensland Transport and Main Roads (TMR) product →
- Licence number/Customer Reference
- Enter your date of birth
- Read and Accept the Privacy Notice
- Tick the box
- Click **Login**



Queensland TMR products accepted:

- Driver licence
- Adult proof of age card
- Photo identification card
- Industry authority
- Marine licence indicator
- 18+ card
- Customer reference number confirmation letter

Validate online security code

Receive, enter and **Submit** your security code in the provided section.

Start application or renewal

Answer all questions and click **Next**.

Type of child-related work

Select your type of child-related work and click **Next**.



1 Review your child-related activities

Review and confirm you are linked to the correct organisation.



2 Personal details

Confirm your title and gender.

Select the Cultural identity relevant to you.

Identify if you are or have been:

- Foster or Kinship Carer
- Health Practitioner
- Operator/Supervisor/Carer—Child Care Service
- Teacher
- None of the above

Select your Preferred language.



3 Previous names

If relevant, enter any previous names you have had.



4 Address details

Confirm your address is correct, if not select No and update.



5 Declaration

Read the Declaration, tick the box
Click **Submit application**.

Next steps to complete your application

- Receive confirmation from Blue Card Services that your application has been submitted.
- If SLSQ was not listed in your linked organisations provide your application submission number to the [survey](#).
- Respond to correspondence from Blue Card Services requiring further information to complete your application.
- Receive your blue card details from Blue Card Services.

Troubleshooting

There will be some times we will encounter instances when things don't quite go smoothly.

Applying before account is linked	
If this happens:	
Individual tries to apply but this 'We need more information from your volunteer organisation' message appears.	
<p>We need more information from your volunteer organisation</p> <p>Before you can apply for a volunteer blue card, the organisation you are volunteering with must tell us that you are one of its volunteers. Your organisation has not yet done this.</p> <p>Tell your organisation your Blue Card Services account number. Your organisation will use that number to link you as one of its volunteers. If you provided an email address or mobile number, your account number has been sent to your device already. Please wait until your organisation has linked you before applying (we'll send you a message when this happens).</p> <p>Alternatively, if you wish to apply for paid blue card, please change your application type to 'Job seeker'. Payment will be required for this application type if you proceed.</p>	
This is due to:	How to resolve:
The individual is trying to complete a volunteer blue card application without being linked to an organisation.	Please provide the member's details to link to SLSQ as per Page 4 , Linking Section of this procedure. If they have not recorded their account number they will need to call Blue Card Services on 07 3211 6999 or 1800 113 611.

Online Application not completed after linking		
If this happens:	This is due to:	How to resolve:
Application is not processed and Blue card is not issued	Online registration has been completed and linked but no application has been submitted.	Ensure applications are completed once an account is linked to SLSQ.

QLD TMR Troubleshooting		
If this happens:	This is due to:	How to resolve:
If you do not have a TMR product or decline to provide the details you will not be able to apply for a blue card.	Someone may not have a QLD TMR product due to being a resident of NSW.	The TMR product is used as part of the identity check and enables BCS to print a photo on blue cards. To be able to register online with BCS and apply for a blue card, you must have one of the listed TMR products. Find out more.
If you have not provided an email or mobile number to TMR	You have never provided an email or mobile number to TMR. BCS require this for you to proceed with your registration and application.	Update online at www.service.transport.qld.gov.au/updatecontactdetails , call TMR 13 23 80 or visit a TMR customer service centre.
If your photo has been identified as being too old	Your ID photo is older than 3 years. BCS requires your TMR ID photo to be taken no longer than 3 years ago.	Visit a Queensland Department of Transport and Main Roads service centres

Delayed Application Processing		
If this happens:	This is due to:	How to resolve:
Blue card has not been processed over a month or your application is withdrawn.	Blue Cards Services could have attempted contacting you for further information without success.	Respond to emails or phone calls from BCS. Individual to contact Blue Card Services on 07 3211 6999 or 1800 113 611 to discuss their application.
	Forms may have been incomplete or not completed correctly.	
	Delays can occur if there are a potential name match and police need to verify the information.	

Please let us know any other problems you or your members have encountered and we can share them here to help others.

Useful links

Blue Card Services Online Portal Registration

<https://my.bluecard.qld.gov.au/account/registration/privacy-notice>

Blue Card Services Applicant Portal Login

<https://my.bluecard.qld.gov.au/login>

Getting a Customer Reference Number Remote Pack

<https://www.publications.qld.gov.au/dataset/resources-for-aboriginal-and-torres-strait-islander-organisations-and-communities/resource/904d36da-b673-413f-a74d-64d87d45bf65>

Queensland Department of Transport and Main Roads - Update contact details

<https://www.service.transport.qld.gov.au/updatecontactdetails>

Queensland Department of Transport and Main Roads - Centres contacts and locations

<https://www.qld.gov.au/transport/contacts/centres>

SLSQ Blue Card Survey

<https://www.surveymonkey.com/r/SLSQBCSLink>

SLS Member Area - Login

https://members.sls.com.au/SLSA_Online/modules/login/index.php

Secondary Application Method: Paper form applications

All current Blue Cards forms can be found at [SLSQ App - Blue Card Forms](#)

Online is the preferred option for applications however these forms can be used and submitted in circumstances when the online application process is not available or the applicant is having difficulty with the electronic system. Should you be required to complete a paper form endeavour to register online at <https://my.bluecard.qld.gov.au/account/registration/privacy-notice> to create an online account as this will assist your application processing. Record your assigned account number.

Should you or your members be having difficulty please contact us at SLSQ bluecards@lifesaving.com.au or 07 3846 8000 or Blue Card Services on 07 3211 6999 or 1800 113 611.

Organisation details

Name of organisation:	Surf Life Saving Queensland
Organisation ID number:	85968
Physical location:	18 Manning St SOUTH BRISBANE QLD 4101
Postal address:	PO Box 3747 SOUTH BRISBANE QLD 4101
Contact person's name:	Kerrie Barnes
Contact person's position:	GM Membership and Ethical Standards
Telephone:	07 3846 8000
Email:	bluecards@lifesaving.com.au
Category of child-related activity:	Churches, clubs and associations <i>SLSQ and clubs come under this category</i>

Important Note:

All supporting documents for proof of identification must be a Queensland Department of Transport and Main Roads (TMR) issued product. This is to be included with your application form submission.

Products accepted:

Driver licence
Adult proof of age card
Photo identification card
Industry authority
Marine licence indicator
Customer reference number confirmation letter

A copy of identification must be certified by a:

Justice of the Peace
Commissioner for Declarations
Lawyer
Police Officer

If you need to obtain a TMR product or update your contact details with Department of Transport and Main Roads to proceed with your registration contact them on **13 23 80** or online at <https://www.service.transport.qld.gov.au/updatecontactdetails>

NSW Residents

To obtain a Customer reference number from a [Qld TMR centre](#) or by completing a [Remote Pack](#).



Exemption Card Application

This [form](#) is to be completed by Queensland registered teachers and Queensland police officers only.

This is a type of working with children card for people working in these professions who volunteer with children outside of their ordinary employment. 'Exemption card' does not mean they are exempt from requiring a working with children card.

If the member ceases to be employed as a registered teacher or police officer are required to reapply for a Volunteer or Paid blue card to continue involvement at the club.

Page 1

Applicant to complete **Section 1. Blue card activity details**, indicating their profession as a Queensland Registered Teacher or Police officer. Ensure teacher registration or police identification number is recorded.

Select correct Category of child-related work applicant is involved in at the club.

Organisation details must be Surf Life Saving QLD (as per page 2 of this procedure).

Authorised person of the club has read and signed the Organisation declaration.

Page 2

Type of child-related activity: *Churches, clubs and associations* marked only.

Applicant to provide their Queensland Transport and Main Roads (TMR) Identification (ID) number or Customer Reference Number (CRN). As instructed in **Section 2. Proof of identity** applicant must provide a copy of their Queensland TMR ID number or CRN certified by a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. This is to accompany the application form.

Applicant to complete **Section 3. Personal details**.

If they have previously had a blue card or hold a current card to renewal please enter card number in the provided field.

Page 3

Applicant to complete **Section 3. Personal details** and **Section 4 Contact details**.

Ensure all personal and contact details are completed correctly and clearly.

Applicant to sign and date **Section 5. Declaration**.

Please ensure applicants have read through and understand the application and applicant's declaration.



Paid Employee or Job Seeker Blue card application or Renewal

This [form](#) is to be completed by new or renewal applications for paid employees or job seekers.

Applications for paid employees at the club are to be paid by the club prior to submitting the application. Ensure you have completed Section 2. Payment options on page 1 of the application.

Please provide SLSQ with the card details once issued to ensure they are linked to SLSQ.

Page 1

Applicant to provide their Queensland Transport and Main Roads (TMR) Identification (ID) number or Customer Reference Number (CRN).

As instructed in **Section 1. Proof of identity** applicant must provide a copy of their Queensland TMR ID number or CRN certified by a Justice of the Peace, Commissioner for Declarations, Lawyer or Police Officer. This is to accompany the application form.

Enter in **Section 2. Payment options**, BPoint Receipt number and payment date before scanning document.

1. Proof of identity

To support your application, you must provide a copy of an identification document (ID) or Customer Reference Number (CRN) confirmation letter issued by the Queensland Department of Transport and Main Roads (TMR).

2. Payment options

A BPOINT is required for job seekers. Please select one of the following payment methods:

BPOINT - scan the receipt transaction only

Cheque/deposit - made payable to Blue Card Services (BSN 60 789 586 630)

BPAID - pay by credit card at www.qld.gov.au/bpaidcard

Receipt number: _____ Date payment made: ____/____/____

OFFICIAL USE ONLY

Receipt number: _____ Date: ____/____/____

Page 2

Applicant to complete **Section 3. Personal details** and **Section 4 Contact details**.

If they have previously had a blue card or hold a current card to renewal please enter card number in the provided field.

Ensure all personal and contact details are completed correctly and clearly.

3. Personal details

Previous blue card number (if applicable): _____

4. Contact details

Current postal address (within Australia):

Suburb: _____ State: _____ Postcode: _____

Current residential address (if different from above):

Suburb: _____ State: _____ Postcode: _____

Telephone (daytime): _____ Email: _____

Telephone (mobile): _____

Page 3

Applicant to sign and date **Section 5. Declaration**.

Please ensure applicants have read through and understand the application and applicant's declaration.

5. Declaration

I declare that:

- I have read the information on page 1 and I am not disqualified from applying for a blue card.
- I have read the information on page 1 and I am not a disqualified person.
- I am not a disqualified person in this form and I have provided all other relevant information that I can or have used in this form.
- The information provided by me for this application is true and correct and I understand it is an offence to provide false or misleading information.
- I consent to information from any police, coast, prosecuting authority or other authorised agency being obtained and for the police, coast, prosecuting authority or other authorised agency to disclose any information for the purposes of assisting my eligibility to work with children.
- I consent to information from any police, coast, prosecuting authority or other authorised agency being obtained and for the police, coast, prosecuting authority or other authorised agency to disclose any information for the purposes of assisting my eligibility to work with children in relation to my employment.
- I understand that the information related to offences has not been included in details of convictions and pending or non-conviction charges information on the circumstances relating to offences committed or allegedly committed by me, regardless of where and when the offence or alleged offence occurred.
- I have read and understand the contents of this form.
- I understand and will comply with my obligations including that I must notify Blue Card Services if I change my name, contact details, or my other relevant information.
- I understand and will comply with my obligations to notify Blue Card Services immediately if my public information changes.

Signature of applicant/employer: _____ Date of signature: ____/____/____

Next steps

Applications may be lodged by one of the following methods:

- Scan and upload: www.qld.gov.au/bpaidcard
- By post: PO Box 14519, Brisbane George Street QLD 4000
- In person: SLSQ Club Street, Brisbane QLD 4000
- By fax: 07 2935 3300

Uploading applications to Blue Card Services

A. Paid staff, requires payment of a fee, that has been paid online already

If the applicant is a paid employee this needs to be paid for prior to uploading as the receipt number is required when submitting the application.

1. [Pay for paid employee blue card application or renewal online](#). Select '**Pay for your application**' button to be taken to payment screen.
2. Fill in Applicant's name, date of birth (see their application form) and email address. Ensure these details are correct. Then select '**NEXT**'.
3. Enter correct payment amount according to the relevant application that is being submitted. Then select '**NEXT**'.
4. Enter your payment method details. Then select '**NEXT**'.
5. A Review Details pop up will appear. Confirm details are correct then select '**PAY**'.
6. The next screen will tell you your payment was successful and provide you with a receipt number. Record this BPoint receipt number and date of payment into **Section 2. Payment options** of the employee's application.
7. Enter your club administration email address into the box after the payment details and select '**EMAIL RECEIPT**'.
8. Select Print Receipt to print and save a pdf for credit card reconciliation and staff records.
9. Scan application and ensure document includes all pages and is legible (able to be clearly read on the screen). Each scanned document must only be one application.
10. [Submit a scanned form](#). Select '**Yes**'.
11. Select Form type: Paid employee or jobseeker blue card application or renewal (P)
12. Enter the Applicant's first and surname in the provided fields.
13. If applicant has had a previous or current blue card enter the card number in provided field.
14. Upload the scanned application ensuring all sections are complete and pages included.
15. Payment Details: Enter the BPoint Receipt number.
16. Select the Declaration tick box.
17. Enter your club admin email address to receive the email confirmation of submission. Select '**Submit**'
18. Select Print Receipt to print and save a pdf for credit card reconciliation and staff records.
19. Enter the date of submission into Surfguard Member Protection Section: 'Member Protection Declaration Date' field.
20. Once submitted and confirmation email is received from BCS please forward the following to bluecards@lifesaving.com.au:
 - a. Confirmation of submission email; and
 - b. Scanned application labelled and "Employee Name-Club Name"
21. Once blue card has been issued provide card details, name of employee, date of birth and that they are employed at the club to bluecards@lifesaving.com.au. SLSQ will link their blue card to the organisation in the Blue Card Organisation Portal and enter the card details into Surfguard.

B. Volunteer, does not require a payment of a fee

1. Scan application and ensure document includes all pages and is legible (able to be clearly read on the screen). Each scanned document must only be one application.
2. [Submit a scanned form](#). Select 'No'.
3. Select Form type: Volunteer or student blue card application or renewal (V) or Exemption card application (E)
4. Enter the Applicant's first and surname in the provided fields.
5. If applicant has had a previous or current blue card enter the card number in provided field.
6. Upload the scanned application ensuring all sections are complete and pages included.
7. Select the Declaration tick box.
8. Enter your club admin email address to receive the email confirmation of submission. Select 'Submit'
9. Select Print Receipt to print and save a pdf for club records.
10. Enter the date of submission into Surfguard Member Protection Section: 'Member Protection Declaration Date' field.
11. Once submitted and confirmation email is received from BCS please forward the following to bluecards@lifesaving.com.au:
 - a. Confirmation of submission email; and
 - b. Scanned application labelled as "Member Name-Member Club"
12. Confirmations of blue cards will be received and entered into Surfguard by SLSQ.

SLSQ Child Youth Risk Management Strategy and SLSA Child Safe Awareness Courses

It is mandatory for all blue card holders to have completed the SLSQ Child Youth Risk Management Strategy and SLSA Child Safe Awareness Courses.

Ensure these are refreshed every 3 years when you renew your blue card.

If you have not completed these in the 21/22 Season you will need to complete them in the 22/23 Season. From then these will need to be refreshed when you renew your blue card.

To complete the online courses login to your [Surf Life Saving Members Area](#)

members.sls.com.au/SLSA_Online/modules/login

The courses are located in the eLearning Training Library

