

INSTRUCTIONS ON HOW TO COMPLETE THE PAID EMPLOYEE BLUE CARD APPLICATION FORM

What is a Blue Card?

Blue cards are issued by the Queensland Government. It is compulsory for a person who works in the areas of child-related work to have a Blue Card. If a person's application is approved, they are issued a positive notice letter and a blue card.

How to complete the Paid Employee Blue Card Application Form

It is your responsibility to complete Part B (completing credit card details or attaching cheque or money order) and Part C, indicating with ticks where required. You must then return the application form (attaching clear and legible copies of your relevant identification documents) to:

Administration Officer, Cleanworks, PO Box 221, Fortitude Valley 4006
or by email, admin@cleanworks.com.au.

Cleanworks will complete Parts A, D and E after verifying your identification documents.

Cleanworks will then forward your application form to the Queensland Government for processing.

Important Facts

- It can take up to 28 days to be issued with a Blue Card.
- Your Blue Card is valid for 3 years.
- You will be notified 16 weeks before your Blue Card is due to expire. A Renewal of Blue Card form must be submitted 30 days before the expiry date.
- Any changes to your contact details must be forwarded to Cleanworks by phoning 3832 1887 or email to admin@cleanworks.com.au.