

The [Working with Children Check](#) (QLD Blue Card) is a screening process that assesses your suitability to work with children based on available disciplinary and police information. **It is your responsibility to maintain a current Blue Card throughout your course.** You must renew your Blue Card before it expires to maintain its currency.

Applying for a Queensland Working with Children Check (QLD Blue Card) has changed.

All applications are now completed online, and new Blue Cards will now display your photo.

Identification

All applications (including renewals and linking) will require you to have a Customer Reference Number (CRN) from the [Queensland Department of Transport and Main Roads](#) (TMR). You can find your CRN on your QLD Drivers Licence or QLD Proof of Age Card. QLD Blue Card Services is now verifying your identity this way.

If you do not have a CRN number, you can obtain one by visiting, in person, a [Transport and Main Roads \(TMR\)](#) office. If there is no TMR office in your location, you can visit a [QLD Police Station](#) or a [Queensland Government Agent Program \(QGAP\) office](#).

[You will need to take along 100pts of Identification for ID verification.](#) Once verified, your photo is taken, and you are issued with a CRN. There is no cost if you are not applying for a QLD Drivers Licence or Proof of Age card.

Please note your photo must have been taken within the last six years and nine months. If your image is older than six years and nine months, you will need to visit a Queensland Department of Transport and Main Roads office or alternate agency to have a new photo taken. There is no cost for updating your photo.

IMPORTANT: You will not be able to register on the QLD Blue Card Services online portal without your CRN.

Once you have your Queensland Department of Main Roads and Transport Customer Reference Number (CRN) you can proceed with the online registration and application process.

Please read the below information carefully.

NEW QLD Working with Children Check Application

1. Visit [QLD Blue Card Services](#), scroll down, click on the **Register for an online account** button and enter the required information.
2. Once you complete the registration section, you will get a registration account number (6 digits).
3. Email your registration account number to dthmplacements@jcu.edu.au - please make your subject heading "Blue Card Registration Code - (insert your full name)"
4. The DTHM Placement team will activate your registration account number, linking you to JCU. (Please allow up to 48 business hours for this to be actioned)

5. Once activated, you will receive a text message from QLD Blue Card Services to advise that you can now proceed with your online application. Return to the Blue Card Services website and click on the '**Log in to the online applicant portal**' (this cannot be completed until JCU activates your code).
6. Once QLD Blue Card Services have approved your application, you will receive a confirmation email, and your new Blue Card will be mailed to your nominated address. JCU is also notified that your card has been approved and will update InPlace accordingly.

RENEWAL Applications (current Blue Card already linked to JCU)

Application submitted before current Blue Card expires

Please note, as advised above you will require a CRN and photo recorded with the Queensland Department of Transport and Main Roads to complete your application.

1. Visit [QLD Blue Card Services](#), scroll down, click on the **Register Now** button and enter the required information.
2. As you are already linked to JCU, you will be able to continue with your renewal application via the '**Log in to the online applicant portal**'.
3. Once QLD Blue Card Services approve your renewal application, you will receive a confirmation email, and your new Blue Card will be mailed to your nominated address. JCU is also notified that your card has been renewed and will update InPlace accordingly.

Application submitted after your Blue Card has expired

1. Please see the process to complete a **New QLD Working with Children Check Application** as above.

Link your current paid/volunteer card to James Cook University

1. Email a copy of your current QLD Blue Card to dthmplacements@jcu.edu.au. Please make your subject heading 'Link current Blue Card'.
2. The DTHM Placement team will link your current QLD Blue Card to James Cook University. (Please allow up to 48 business hours for this to be actioned)
3. You will receive an email from QLD Blue Card Services that your QLD Blue Card is linked to James Cook University.

It is also your responsibility to ensure your contact details are up to date with Blue Card Services.

[if you change your address or phone number, you must contact QLD Blue Card Services](#)

[If you have a lost/damaged card, you must also notify QLD Blue Card Services](#)