



How to apply for a Volunteers Working With Children Check

Please follow the instructions below to obtain your Working With Children Check.

1. Visit this link and click the 'Apply for your check' button: <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>
2. Complete the online form and submit your application. Ensure you apply for the 'Volunteers' check to avoid paying the \$80 fee.
3. After completing the online form you will receive a reference number via email. If you haven't received this promptly, please check your Junk mail folder.
4. Take your reference number to a Service NSW Centre or motor registry office, along with your photo ID that is in the same name as your application form (typically drivers licence or passport).
5. You will receive a final email with your WWC number.

Information to provide to IGS

Once you receive the final email with your WWC number, please forward that email to volunteers@igssyd.nsw.edu.au along with your full birth date so that your check can be verified.

When your check has been successfully verified, you will be notified and added to the Volunteers register.

For any queries regarding the application process, please email volunteers@igssyd.nsw.edu.au.

The International Grammar School Sydney Limited