

Applying for a Registration to Work with Vulnerable People

A quick guide

Version 1



How to apply for a Registration to Work with Vulnerable People (RWVP)

There are two main parts to your RWVP application:

1. completing the online application form
2. verifying your identity by visiting a [Service Tasmania service centre](#).

This quick guide will help you through both parts.

1

Part 1: Complete the online application

Head to the [RWVP website](#) > [Apply for a RWVP](#) to access the application form.

2

Part 2: Verify your identity through Service Tasmania

Gather your proof of identity documents and verify your identity at a [Service Tasmania service centre](#).

Please note: You don't need to complete this part if you are applying from interstate or overseas, as you will have already uploaded your proof of identity documents through the online application form.



Watch our training video

You can watch our training videos as you work your way through this quick guide, and as you complete your RWVP application.

- [RWVP Application: Training video](#)

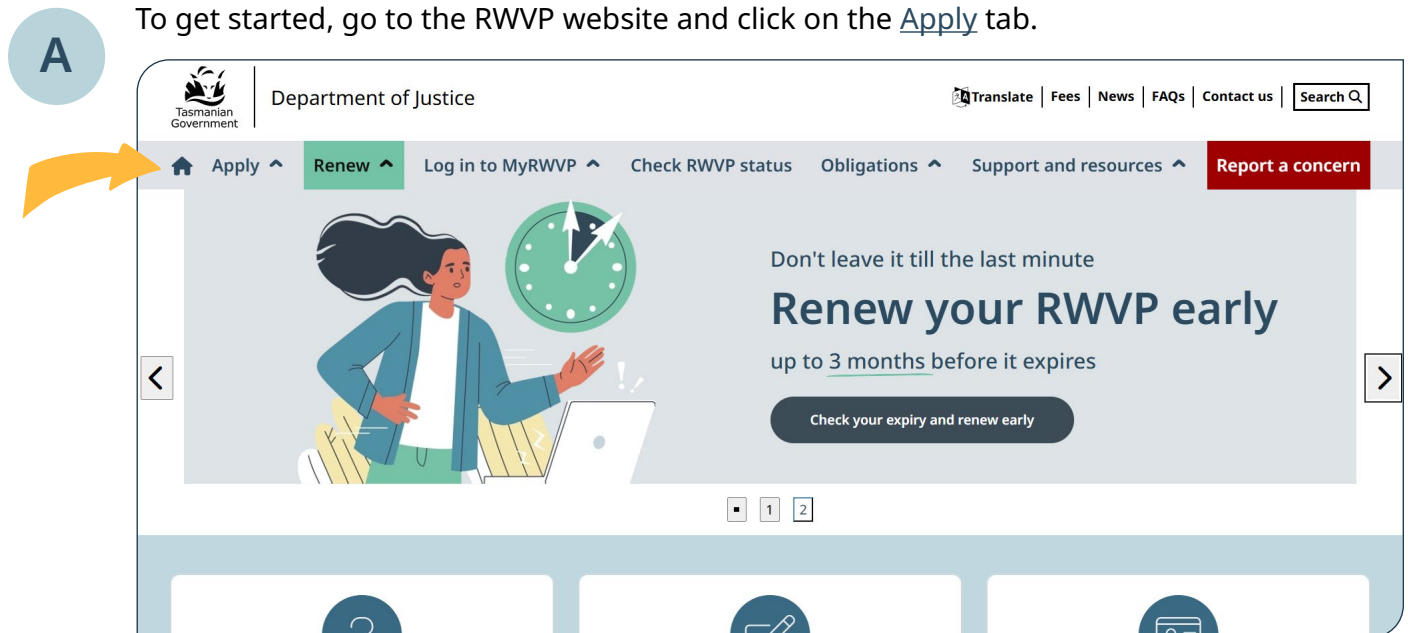
Part 1: Complete the online application

This section explains how to apply for a RWVP online.

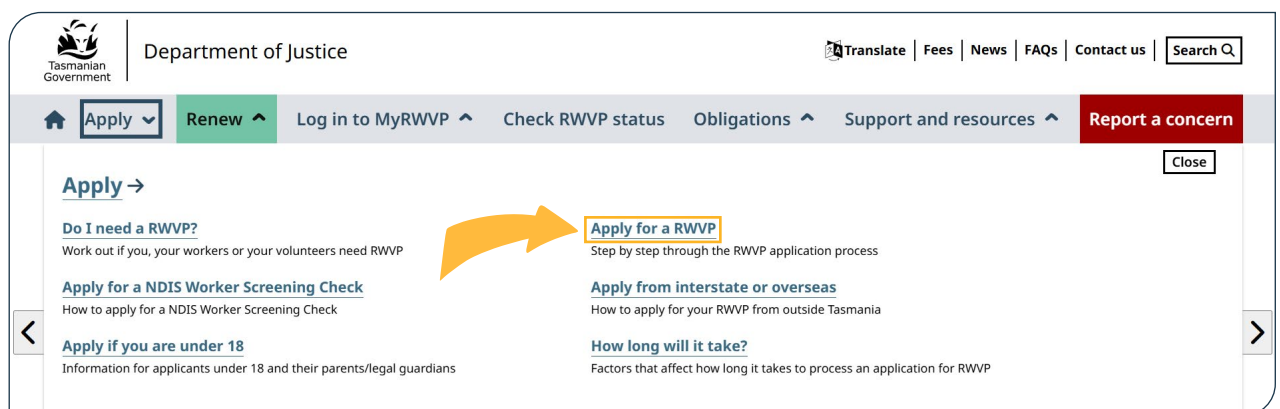
Opening the online application form

Tabs A, B, C, D and E below guide you through the steps to start your online application.

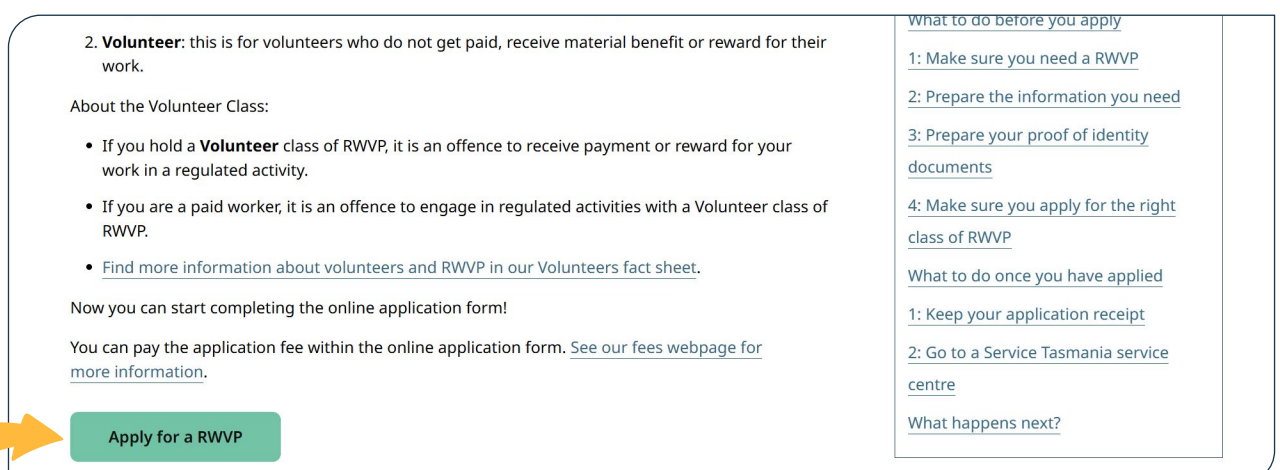
To get started, go to the RWVP website and click on the [Apply](#) tab.



Click the 'Apply for a RWVP' link. Read through the information on this page, to understand the process before you begin.



Once you are ready to start your application, click the 'Apply for a RWVP' button to enter the RWVP application portal.



D

Now that you are in the portal, you will again see some important information about the proof of identity documents, what is required if you are applying for NDIS Worker Screening Check, and additional requirements if you are under 18.

Department of Justice

Start an application for RWVP

(*) Denotes mandatory field

Please read the following information to help you complete your RWVP application.

Proof of Identity

- Have your proof of identity documents ready, and information such as your 5-year address history, details of your employer or volunteer organisation, and details of any family violence or other orders you may have been involved in. Read more about what you need to begin the application and proof of identity documents.
- You must present the same proof of identity documents you select in your application at a Service Tasmania Service Centre so your identity can be verified. These can be original or certified copies, and they must be current. Photocopies, digital and expired documents will not be accepted. If you are applying from interstate, [read more about applying from interstate](#).
- You will need to provide a name change document if your proof of identity documents are in a different name. [Read more about providing evidence of a name change](#).

NDIS Worker Screening Check

- To apply for a NDIS Worker Screening Check, you will need to provide details of your NDIS employer. You cannot apply for a NDIS Worker Screening Check if you do not have a NDIS employer. Your employer must verify your employment. [Read more about who needs a NDIS Worker Screening Check](#).

Under 18 applicants

- If you are under 18, your parent/legal guardian must go to a Service Tasmania Service Centre with you to complete the process, including identity verification. Your parent/legal guardian must also provide the same proof of identity documents as you, and prove their connection or 'link' to you with your birth certificate or guardianship documents.

Your application will **not** progress until you have completed all these steps.

Type of application

Have you ever applied for a Registration to Work with Vulnerable People Card? *

☐ Yes

☐ No

E

If you have **not** held a RWVP previously – Select 'No' for the first question.

If you **have** previously held a RWVP – please enter your previous registration number.

You will then see two more questions displayed: the class of registration and whether you are the intended registration card holder. Answer these questions and you are ready to begin your application.

Department of Justice

Start an application for RWVP

(*) Denotes mandatory field

Please read the following information to help you complete your RWVP application.

Proof of Identity

- Have your proof of identity documents ready, and information such as your 5-year address history, details of your employer or volunteer organisation, and details of any family violence or other orders you may have been involved in. Read more about what you need to begin the application and proof of identity documents.
- You must present the same proof of identity documents you select in your application at a Service Tasmania Service Centre so your identity can be verified. These can be original or certified copies, and they must be current. Photocopies, digital and expired documents will not be accepted. If you are applying from interstate, [read more about applying from interstate](#).
- You will need to provide a name change document if your proof of identity documents are in a different name. [Read more about providing evidence of a name change](#).

NDIS Worker Screening Check

- To apply for a NDIS Worker Screening Check, you will need to provide details of your NDIS employer. You cannot apply for a NDIS Worker Screening Check if you do not have a NDIS employer. Your employer must verify your employment. [Read more about who needs a NDIS Worker Screening Check](#).

Under 18 applicants

- If you are under 18, your parent/legal guardian must go to a Service Tasmania Service Centre with you to complete the process, including identity verification. Your parent/legal guardian must also provide the same proof of identity documents as you, and prove their connection or 'link' to you with your birth certificate or guardianship documents.

Your application will **not** progress until you have completed all these steps.

Type of application

Have you ever applied for a Registration to Work with Vulnerable People Card? *

☒ No

Class of Registration: *

☒ Employee/Volunteer Fee: \$137.20

☐ Volunteer

Are you: *

☒ The intended Registration Card Holder

☐ Someone filling in the application on behalf of the intended Registration Card Holder

☐ I'm not a robot

Start Application

Completing the application form



Tip:

Make sure you have your proof of identity documents and information such as address history and employment details ready before you start.

1

Personal details

Enter your personal details, including your current email address, contact number and preferred contact method.

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rwvp
Welcome Sarah Cizcom Logout

1 Personal Details 2 Applicant Details 3 Registration Category Details 4 Employment Details 5 Relevant History 6 Supporting Docs 7 Proof of Identity Documents 8 Review 9 Declaration 10 Confirmation and payment

(*) Denotes mandatory field

Registration Card holder details

Title:

Name: *
 First Given Name Middle Name(s) (optional) Family Name
☐ No first given name

Date of Birth: *
 DD / MM / YYYY

Either Email Address or Mobile Number is mandatory. *

Email address:

Confirm email address:

What phone numbers can we contact you on? A minimum of one number must be provided.

Mobile:

Home Phone: (please include area code)

Work Phone: (please include area code)

What is your preferred method of contact? *
☐ Mobile ☐ Email

2

Applicant details

If you answer 'Yes' to the first question, Have you ever been or are you currently known by other names?, please enter your maiden/previous or alias name in both fields. For example, you may have married and kept your maiden name, but as your title is now MRS you must list your maiden name (even though it is the same). Otherwise, you can select the No button.

Enter your personal details, including gender, country of birth, state, town or village of birth, residential address and how long you have lived at that address. If you have lived at your current address for less than 5 years, you will need to add previous addresses to complete your 5 year address history. There can be no gaps larger than 3 months.

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Welcome Sarah Cizcom Logout

My Registrations
 Registration Details

1 Personal Details 2 Applicant Details 3 Registration Category Details 4 Employment Details 5 Relevant History 6 Supporting Docs 7 Proof of Identity Documents 8 Review 9 Declaration 10 Confirmation and payment

(*) Denotes mandatory field

If you answer "Yes" to the first question below and you are retaining your maiden name after marriage, please enter your maiden name in both fields.

Have you ever been or are you currently known by any other names? *
☐ Yes
☐ No

Gender: *

Country of birth: *

State: *

Birthplace/town: *

Residential Address

Country: *

State: *

Address Line 1: *

Address Line 2: *

Suburb: *

Postcode: *

I have resided at this address since: *
 DD / MM / YYYY
 (Please provide at least the month and the year)

☒ Previous Address As Above

3

Registration category details

Make sure you select:

- the correct class of registration: **employee/volunteer** or **volunteer**
- the registration category that matches the work or volunteering you currently do, or plan to do: **child-related activity**, or **child and vulnerable adult-related (NDIS-endorsed) activity**.

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My Registrations

Registration Details

1 Personal Details

2 Applicant Details

3 Registration Category Details

4 Employment Details

5 Relevant History

6 Supporting Docs

7 Proof of Identity Documents

8 Review

9 Declaration

10 Confirmation and payment

(*) Denotes mandatory field
If you intend on applying for 'child and vulnerable adult (NDIS Endorsed) activity', you must also apply for 'Child-related activity'.

Class of Registration

☒ Employee/volunteer

☐ Volunteer

Registration Categories

☒ Child-related activity

☐ Child and vulnerable adult-related (NDIS endorsed) activity

you are working with children in paid employment capacity.

When you select the **child-related activity** category, you will need to choose the applicable regulated activities from the list provided. If none of the listed activities exactly match your role, select the closest option.

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My Registrations

Registration Details

1 Personal Details

2 Applicant Details

3 Registration Category Details

4 Employment Details

5 Relevant History

6 Supporting Docs

7 Proof of Identity Documents

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10 Confirmation and payment

Registration Categories

☒ Child-related activity

☐ Child and vulnerable adult-related (NDIS endorsed) activity

Regulated Activities

Select the main child related activity where you are currently (or intend) working or volunteering. Your selection will not limit your registration.

Selected Regulated Activities

Child care service: [Remove](#)

Select Regulated Activity to add

[Add Selected Regulated Activity](#)

Child and vulnerable adult-related (NDIS endorsed) activity

NDIS employer. Have this information ready before starting the application process. For more information, please click on this link [What is NDIS](#)

If you select **child and vulnerable adult-related (NDIS-endorsed) activity**, you must provide details of your NDIS employer. You can search for this using either the ABN/ trading name or NDIS employer ID.

You cannot apply for a NDIS Worker Screening Check without an NDIS employer. For more information, visit the [NDIS Worker Screening Check page](#) on our website.

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My Registrations

Registration Details

1 Personal Details

2 Applicant Details

3 Registration Category Details

4 Employment Details

5 Relevant History

6 Supporting Docs

7 Proof of Identity Documents

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9 Declaration

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Child-related activity

Regulated Activities

Select the main child-related activity where you are currently (or intend) working or volunteering. Your selection will not limit your registration.

Selected Regulated Activities

Child care service: [Remove](#)

Child related commercial service: [Remove](#)

Select Regulated Activity to add

[Add Selected Regulated Activity](#)

Child and vulnerable adult-related (NDIS endorsed) activity

Scores of Work

Before applying for NDIS worker screening, you first must apply for a registration to work with children with an NDIS endorsement. To get this endorsement, your NDIS employer (this includes an NDIS participant) must verify your work.

Eligibility

You will need to provide your employer details or have this information ready before starting the application process as you will have to provide these details when you apply. You cannot apply for an NDIS endorsement if you do not have an NDIS employer.

Do you hold or have you ever held a NDIS registration?

☐ Yes ☐ No

4

Employment details

Enter your employment or volunteering details in this section. You can add more than one employer's details if needed. When you are adding employers, please allow time for any additional form fields to load.

The details required include the organisation you work or volunteer for, their email address, your job title, whether you are employed or volunteering, and the start date of your work.

The screenshot shows the RWVP registration form with a progress bar at the top indicating 10 steps. Step 4, 'Employment Details', is currently active. The form includes a 'My Registrations' sidebar with 'Registration Details' selected. A warning message states: 'An employer email address must be provided'. Below this, a question asks: 'Are you currently working or volunteering in a child/adult related activity?' with radio buttons for 'Yes' and 'No'. A green warning message follows: 'WARNING: You must advise details of all employment or volunteer organisations where registration is required.' The next section is 'Registration, Accreditation, Approval or Licensing Authority Details', which includes a note: 'Select Add Regulated Body if your employment or volunteering details have changed'. Another question asks: 'Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)?' with radio buttons for 'Yes' and 'No'. At the bottom are 'Previous' and 'Next' buttons.

If you are required to be registered, accredited, approved or licensed by another authority (for example, the Teachers Registration Board or the Australian Health Practitioner Regulation Agency), select 'Yes' and choose the relevant authority from the list provided. Only select the authority if it appears in the dropdown list. If your authority is not listed, you do not need to select anything.

This screenshot shows a closer view of the 'Registration, Accreditation, Approval or Licensing Authority Details' section. It includes the same question about being required to be registered by another authority. The 'Yes' radio button is selected. A green note specifies: 'NOTE: Registrar of Motor Vehicles should only be selected by people that are required to hold an Ancillary Certificate to drive a Public Passenger Vehicle (such as a taxi, bus, luxury hire or restricted hire vehicle)'. Below this, there is a 'Regulated Body Name' field with a dropdown menu. The dropdown is open, showing options: '<please select>', '<please select>', 'Australian Health Practitioner Regulation Agency', 'Education and Care Unit', 'Non-Government Schools Registration Board', 'Registrar of Motor Vehicles', and 'Teachers Registration Board'. There are 'Remove' and 'Add Regulated Body' links, and 'Previous' and 'Next' buttons at the bottom.

5

Relevant history

Answer all questions in this step honestly and accurately. Provide any additional information if prompted.

The screenshot shows the 'Relevant History' step (Step 5) of the RWPP application process. The progress bar at the top indicates steps 1 through 10, with Step 5 currently active. The left sidebar shows 'My Registrations' and 'Registration Details'. The main content area contains a series of questions with radio button options for 'Yes' and 'No'. A note indicates that an asterisk (*) denotes a mandatory field.

(*) Denotes mandatory field

These are general registration questions

Have you lived in Australia for less than 5 years? *

☐ Yes
☒ No

Have you lived outside of Australia for 1 year or more? *

☐ Yes
☒ No

Have you been convicted or found guilty of an offence outside Australia? *

☐ Yes
☒ No

Have you had a family violence order (or its equivalent) taken out against you in this or any other State or Territory in Australia? *

☐ Yes
☒ No

Have you had a restraint order (or its equivalent) taken against you in this or any other State or Territory in Australia? *

☐ Yes
☒ No

Have you ever been involved in circumstances which have resulted in a Child Protection Order (or its equivalent) being granted in this or any other State or Territory in Australia? *

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Supporting documents

Provide details of your passport/s, licences and any supporting documents as prompted. To complete your application, you will need to have these same proof of identity documents verified at a [Service Tasmania service centre](#) in person. Make sure they are current (expired documents will not be accepted). These can be the originals, or copies that you have had certified by a Justice of the Peace, Commissioner for Declarations, Notary Public, or other authorised officer.

The screenshot shows the 'Supporting Documents' step (Step 6) of the RWPP application process. The progress bar at the top indicates steps 1 through 10, with Step 6 currently active. The left sidebar shows 'My Registrations', 'Registration Details', and 'Update Contact Details'. The main content area contains a section titled 'Passport/Licences Details' with questions about current Australian and international passports, and Australian, Foreign, and Firearms licences. A red box highlights the input fields for passport and licence details.

(*) Denotes mandatory field

Passport/Licences Details

Do you have a current Australian passport? *

☒ Yes ☐ No

Passport Type -

Passport Number -

Expiry Date - / /

Do you have a current international passport? *

☒ Yes ☐ No

Passport Type -

Country Of Issue -

Passport Number -

Expiry Date - / /

Do you have a current Australian Drivers Licence? *

☒ Yes ☐ No

Issuer -

Licence Number -

Expiry Date - / /

Do you have a current Foreign Drivers Licence? *

☐ Yes ☒ No

Do you have a current Firearms Licence? *

☐ Yes ☒ No

7

Proof of identity documents

Now make sure that you have all these documents to take with you to a [Service Tasmania service centre](#).

You may need to select additional supporting documents from the drop-down list provided. If your documents are not all in the same name (for example a birth certificate in your maiden name) you must provide evidence of your name change.

The screenshot shows the RWVP application process at Step 7, 'Proof of Identity Documents'. The progress bar at the top indicates steps 1 through 10, with step 7 currently active. The left sidebar shows 'My Registrations' with sub-items 'Registration Details' and 'Update Contact Details'. The main content area includes a note about mandatory fields and a list of documents to be provided:

- Commencement of identity documents:** Australian Passport (Current passport, not expired). A 'Remove' link is visible.
- Primary use in the community documents:** Australian Drivers Licence (Current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed). A 'Remove' link is visible.
- Secondary use in the community documents:** A dropdown menu set to '-please select-' with an 'Add selected document type' link.
- Name change documents:** A question 'Do you have a different name (e.g. former name, maiden name) appearing on any of the identity documents you wish to provide (have provided) for identity purpose?' with 'Yes' and 'No' radio buttons.

At the bottom, there are 'Previous' and 'Next' buttons.

If you are an interstate or overseas applicant, you will need to upload your certified proof of identity documents in this step.

This screenshot shows the same RWVP application process at Step 7, but with additional options for uploading certified documents. The progress bar and sidebar are identical to the previous screenshot. The main content area includes a note about mandatory fields and a requirement that all identity documents must be certified by a Justice of the Peace, Commissioner for Declarations or Notary Public. The document list is updated:

- Commencement of identity documents:** Australian Passport (Current passport, not expired). A 'Remove' link is visible. Below it, a 'Choose a file to upload:' section shows a 'Choose file' button and 'No file chosen' text.
- Primary use in the community documents:** Australian Drivers Licence (Current Australian drivers licence, learner permit or provisional licence issued by a state or territory, showing a signature and/or photo and the same name as claimed). A 'Remove' link is visible. Below it, a 'Choose a file to upload:' section shows a 'Choose file' button and 'No file chosen' text.
- Foreign Passport:** Current passport issued by a country other than Australia with a valid entry stamp or visa. A 'Remove' link is visible. Below it, a 'Choose a file to upload:' section shows a 'Choose file' button and 'No file chosen' text.

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Review

Review your application carefully to make sure all information is correct.

If you need to make changes, use the numbered buttons at the top of the screen to return to the relevant section and update your details before submitting your application.

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My Registrations

Registration Details

1 Personal Details ✓ 2 Applicant Details ✓ 3 Registration Category Details ✓ 4 Employment Details ✓ 5 Relevant History ✓ 6 Supporting Docs ✓ 7 Proof of Identity Documents ✓ 8 Review 9 Declaration 10 Confirmation and payment

(*) Denotes mandatory field

Please ensure all details below are correct. Should you need to edit the details please navigate back to the page either by using the Previous button below or clicking on the number relating to the page you wish to return to.

Personal Details

Full Name: Mrs Sarah Citizen

Date of Birth: 01/01/2001

Email address: sarah.citizen@example.com

Mobile: 0400000000

Home Phone: Not provided

Work Phone: Not provided

Preferred method of correspondence: Mobile

Applicant Details

Previous Names: Sarah Citizen (Maiden Name)

Gender: Female

Place of Birth: Hobart, TAS, Australia

Residential Address: 1 Sample Road, HOBART, TAS, 7000 Australia, From 01/01/2020

9

Declaration

Read the declaration carefully before submitting your application.

Tick the required acknowledgement checkboxes and click 'Submit' to submit your online application.

Department of Justice

1 Personal Details ✓ 2 Applicant Details ✓ 3 Registration Category Details ✓ 4 Employment Details ✓ 5 Relevant History ✓ 6 Supporting Docs ✓ 7 Proof of Identity Documents ✓ 8 Review ✓ 9 Declaration 10 Confirmation and payment

9. I acknowledge that personal information provided in the application process may be disclosed to the Department of Justice or equivalent agency (including contractors or related bodies corporate) located in Australia or overseas for administrative purposes, including for maintaining a national registration database.

10. I acknowledge that personal information may be disclosed to Australian Police Agencies for use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

11. I acknowledge that while the Registration to Work with Vulnerable People scheme is in force, Tasmania Police may store relevant personal information in the Tasmanian Police database (whether or not a person has a criminal record).

12. I acknowledge that new criminal history information or misconduct reports received by the Department of Justice while the Registration to Work with Vulnerable People system is in force may be used to reassess a registration status.

13. I acknowledge that if I request a review of a decision by the Department of Justice regarding an application for Registration to Work with Vulnerable People, any information that was used in the assessment of that application may be made available to an expert, a tribunal or court in relation to the review of the decision.

14. I acknowledge that it is an offence under the Registration to Work with Vulnerable People Act 2013 for a person required to be registered to be engaged in a regulated activity without a valid registration. If an application is withdrawn or refused, or if a registration is surrendered, suspended or cancelled, then I may not be legally able to work with vulnerable people.

15. I acknowledge that application fees are non-refundable.

☐ I have read and understood this information, and I consent to the conditions above.

☐ I understand that the Department of Justice may notify my employer that my National Police History Check (NPHC) does not contain any criminal history information about me if:

- My NPHC does not contain any criminal history information; and
- I am an employee or volunteer of a Tasmanian government agency.

Previous Submit

10

Confirmation
and payment

The final step of your online application is important. Make a note of your application reference number and download your New Application receipt.

Check whether there are any outstanding actions you need to complete, such as paying the application fee or verifying your identity. Any required actions and their due dates will be listed on this page.

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rwvp

My Registrations

Registration Details

Update Contact Details

1 Personal Details 2 Applicant Details 3 Registration Category Details 4 Employment Details 5 Relevant History 6 Supporting Docs 7 Proof of Identity Documents 8 Review 9 Declaration 10 Confirmation and payment

(*) Denotes mandatory field

Thank you for completing the first stage of your application for RWVP.

Thank you for submitting the Registration to Work with Vulnerable People Form. This application has been submitted for processing.

Please record the application reference number below:

Finalising an application

You should now either:

- Download the New Application Receipt and Print it, OR
- Write down the Application Reference Number: **416826071**

Completing your New Application

- Pay outstanding fees of \$137.20
 - This can be done through My Registration or at any Service Tasmania branch
- Attend Service Tasmania
 - Have your identity verified – applicants may present certified copies or original documents to Service Tasmania
 - Have your photo taken for your Registration card

Your application has some remaining actions as mentioned above. If you do not complete them, your application will NOT be processed.

When must I do this by?

You need to finish your application within 21 days of starting. If you do not complete your application, it will expire, and you will need to start again.

If you are verifying your identity in person at a Service Tasmania service centre, please bring the original documents or certified copies (certified by a Justice of the Peace, Commissioner of Declarations or Notary Public) of the three proof of identity documents you listed in your application.

Email: rwvp@justice.tas.gov.au
 Postal Address: GPO Box 98, Hobart Tasmania 7001
 Phone: 1300 654 499

Pay Now



Outstanding actions?

If you **do** have outstanding actions, it is important that you complete them by the due date. For example, if you have to pay any outstanding fees, you can do this through your MyRWVP account. To log in you will need to use your application reference number, your surname and your date of birth. You can also pay at a [Service Tasmania service centre](#).

If you do not complete them within the due date, **your application will not be processed.**



No outstanding actions?

If you **do not** have any outstanding actions, your online application is complete and you do not need to do anything further.

This is mostly applicable if you are a volunteer who is applying from interstate.

End of Part 1

This completes Part 1 of the application process.

You can now log out of the application portal.

Continue to the next page for **Part 2** of the application process.



Part 2: Verify your identity

This section explains how to verify your identity through Service Tasmania.

This section does not apply to interstate or overseas applicants.



Important: You must complete this part to finalise your RWVP application.

To verify your identity, you **must** go to a [Service Tasmania service centre](#) within **21 days** of submitting your application.

If you do not verify your identity within this timeframe, your application will expire and cannot be processed. If this happens, you will need to submit a new application (unless you have paid).

Visit a Service Tasmania service centre

Visit a [Service Tasmania service centre](#) to verify your identity in person.

Make sure you bring the proof of identity documents you selected in your online application (ensure these are current as expired documents will not be accepted).

These can be the originals, or copies that you have had certified by a Justice of the Peace, Commissioner for Declarations, Notary Public, or other authorised officer.



Your RWVP application is now submitted.

The RWVP team will now assess your application, including the required background checks and risk assessments.

Most applicants will receive an outcome within 6 weeks. However, it may take longer if additional information is needed.

Please note that we are unable to provide application progress updates while your application is being assessed.