

Renewing your Registration to Work with Vulnerable People

A quick guide



How to renew your Registration to Work with Vulnerable People (RWVP)

There are two main parts to your RWVP renewal application:

1. completing the renewal application by logging into your MyRWVP account
2. verifying your identity through your myServiceTas account.

This quick guide will help you through both parts.

1

Part 1: Complete the online application

Log in to [MyRWVP](#) and complete the renewal application.

2

Part 2: Verify your identity through Service Tasmania

Gather your proof of identity documents and verify your identity with [Service Tasmania](#) through your [myServiceTas account](#).

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.



Watch our training videos

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

- [RWVP Renewals Application: Part 1 training video](#)
- [myServiceTas Online Identity Verification: Part 2 training video](#).

Part 1: Complete the online application

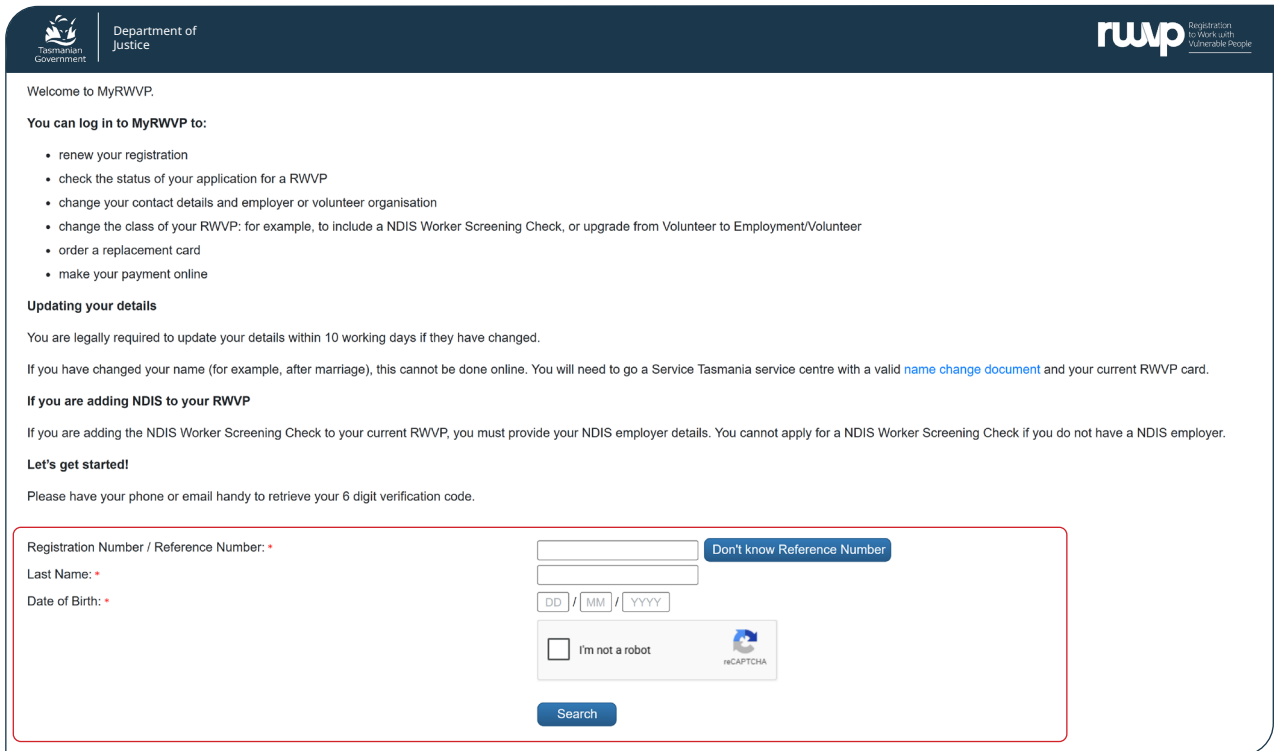
This section explains how to renew your RWVP online using MyRWVP.

Opening the renewal application form

Tabs A, B and C below guide you through the steps to open the renewal application.

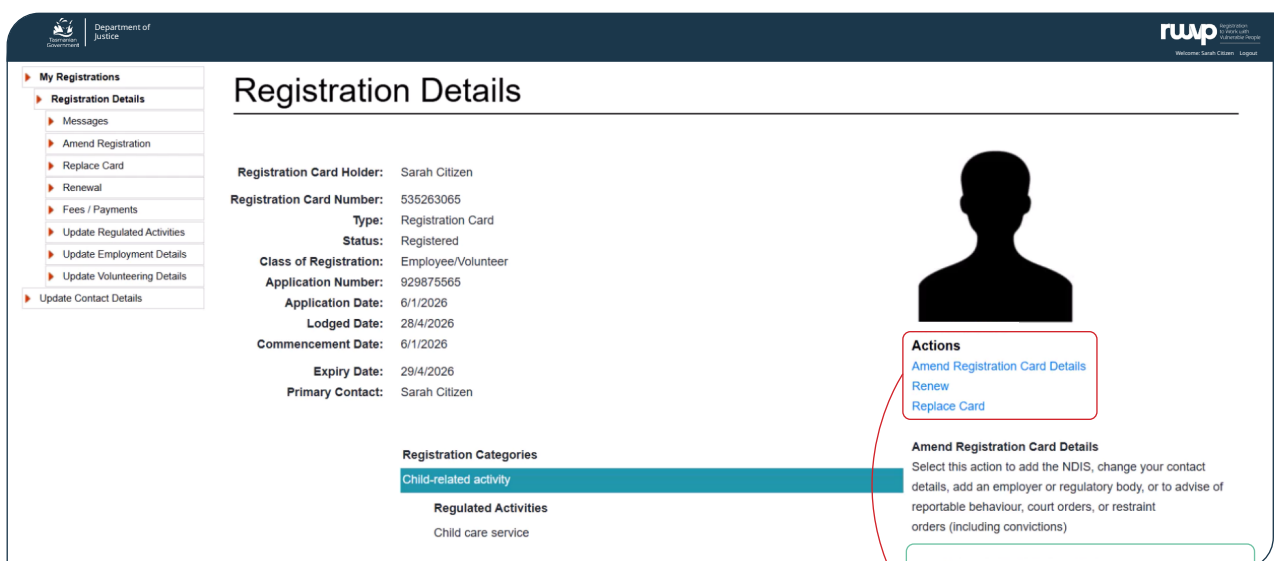
A

To get started, go to [MyRWVP](#) and log in to your account using your RWVP registration number, last name and date of birth. You will then need to complete two-factor authentication to access your MyRWVP dashboard.



B

Once you are logged in, you will see your **MyRWVP dashboard**, which shows your current RWVP details.



Click the '**Renew**' link to access the renewal application.

C

On the Renewals page, you will find information about the proof of identity documents needed to complete your renewal. To make the application process quicker and easier, make sure you have your documents ready before you start. For more information about the documents you need, visit the [proof of identity page](#) on our website.

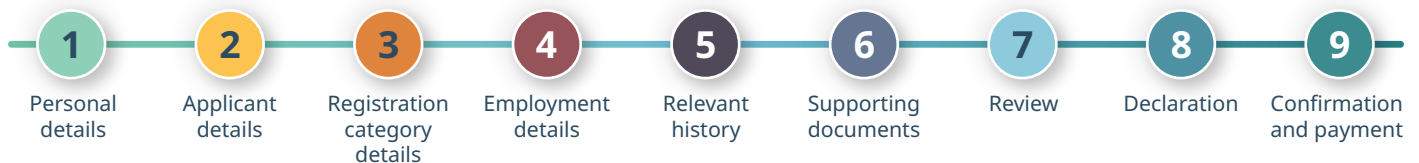
The screenshot shows the 'Renewal' page of the Registration of Women and Partners (RWP) system. The sidebar on the left contains a 'My Registrations' menu with options like 'Registration Details', 'Messages', 'Amend Registration', 'Replace Card', 'Renewal' (highlighted), 'Fees / Payments', 'Update Regulated Activities', 'Update Employment Details', 'Update Volunteering Details', and 'Update Contact Details'. The main content area is titled 'Renewal' and displays the user's registration card number (535263065) and a list of required proof of identity documents. A red box highlights the 'Continue' button at the bottom of the page.

Click 'Continue' to start the renewal application form.

The next page walks you through the steps to complete the application form.

Completing the application form

There are 9 steps to complete this part of your application.



Tip:

Some details from your current RWVP will be automatically filled in. You can edit certain information (such as employer and address) as you complete your application.

1

Personal details

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

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 Review 8 Declaration 9 Confirmation and payment

(*) Denotes mandatory field

Registration Card holder details

Full Name: Mrs Sarah Citizen

Date of Birth: 01/01/2011

Either Email Address or Mobile Number is mandatory. *

Email address: sarah.citizen@example.com

Confirm email address: sarah.citizen@example.com

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

Mobile: * 0400 000 000

Home Phone: (please include area code)

Work Phone: (please include area code)

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

2

Applicant details

Provide any other names you have used or any name changes (for example, after marriage), as well as your gender. You must update your residential address if it has changed. 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.

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 Review 8 Declaration 9 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

Type: * Maiden Name

Name: * Sarah Middle Name's (optional) Citizen

[Add another name](#)

Gender: * Female

Place of Birth: Hobart, TAS, Australia

Residential Address Country: * Australia

3

Registration category details

Make sure you select the:

- correct class of registration (**employee/volunteer** or **volunteer**)
- 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**).

Department of Justice

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 Review

8 Declaration

9 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

you are working with children in paid employment capacity.

Registration Categories

☒ Child-related activity

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

If 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.

Department of Justice

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 Review

8 Declaration

9 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

you are working with children in paid employment capacity.

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

<please select>

[Add Selected Regulated Activity](#)

Department of Justice

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 Review

8 Declaration

9 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

you are working with children in paid employment capacity.

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

<please select>

<please select>

Child monitoring service (includes Youth Worker Service)

Child protection service

Child related commercial service

Child related religious activity

Child transport service (includes all Public Passenger Vehicle Ancillary Certificate holders)

Club or association activity

Coaching or tuition service

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

3

Registration category details continued

If you select **child and vulnerable adult-related (NDIS-endorsed) activity**, you must provide details of your NDIS employer, such as the ABN, trading name or NDIS employer ID.

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

If you currently have **child and vulnerable adult-related (NDIS-endorsed) activity** selected, please consider whether you still need it for your work or volunteering. If not, remove it by unselecting the checkbox.

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 Review 8 Declaration 9 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

you are working with children in paid employment capacity:

Registration Categories

☒ 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 so 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

Check that the employment and volunteering details in this section are current and correct. You can update, remove or add employer details if needed. If you make changes, please allow time for any additional tabs to load.

The details captured 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.

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.

Registration, Accreditation, Approval or Licensing Authority Details

Select Add Regulated Body if your employment or volunteering details have changed

Are you also required to be registered, accredited, approved or licensed by another authority (e.g. teaching, child care, public passenger vehicle)?

☒ Yes ☐ No

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).

Regulated Body Name: *

[Remove](#) [Add Regulated Body](#)

Australian Health Practitioner Regulation Agency
Education and Care Unit
Non-Government Schools Registration Board
Registrar of Motor Vehicles
Teachers Registration Board

[Previous](#) [Next](#)

5

Relevant history

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

6

Supporting documents

Provide details of your passport, licences and any supporting documents.

Some information from your current licences may be automatically filled in. Check that these details are correct and update them if needed. You may also need to select your supporting documents from the drop-down lists provided.

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

7

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.

The screenshot shows the 'Review' step (7) of the RWVP application process. A progress bar at the top indicates steps 1 through 9, with step 7 highlighted. The left sidebar shows 'My Registrations' with options for 'Registration Details' and 'Update Contact Details'. The main content area displays the 'Personal Details' and 'Applicant Details' sections, which are highlighted with a red border. Below these sections, a red box contains a list of 15 numbered acknowledgements. At the bottom, there are 'Previous' and 'Submit' buttons.

Personal Details

Full Name: Mrs Sarah Citizen

Date of Birth: 01/01/2001

Email address: sarah.citizen@example.com

Mobile: 0400 000 000

Home Phone: Not provided

Work Phone: Not provided

Preferred method of correspondence: Mobile

Applicant Details

Previous Names: Sarah Citizen (Maiden Name)

(*) 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.

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](#)

8

Declaration

Read the declaration carefully before submitting your application.

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

The screenshot shows the 'Declaration' step (8) of the RWVP application process. A progress bar at the top indicates steps 1 through 9, with step 8 highlighted. The left sidebar shows 'My Registrations' with options for 'Registration Details' and 'Update Contact Details'. The main content area displays the 'Declaration' section, which is highlighted with a red border. Below this section, there are 'Previous' and 'Submit' buttons.

Declaration

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.

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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.

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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.

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☐ 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](#)

Please continue to **step 9** on the next page.

9

Confirmation
and payment

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

Department of Justice

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 Review 8 Declaration 9 Confirmation and payment

(*) Denotes mandatory field

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

Finalising an application

You should now either:

- Download the [Renewal Receipt](#) and Print it; OR
- Write down the Application Reference Number: **929875565**

Completing your Renewal

- Pay outstanding fees of \$133.70
 - This can be done through My Registration or at any Service Tasmania branch

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.



No outstanding actions?

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



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 (or at any Service Tasmania service centre). If you do not complete them within the due date, **your renewal application will not be processed.**

End of Part 1

This completes Part 1 of the renewal process.

You can now log out of MyRWVP and log in to your [myServiceTas](#) account.

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



Part 2: Verify your identity

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



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

If you have an outstanding action to verify your identity, you must complete Part 2 within 21 days of submitting your application to complete your renewal.

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.

Choose how you would like to verify your identity

There are 2 ways to verify your identity through Service Tasmania as part of your RWVP renewal.

Option 1: Verify your identity online

Log in to your [myServiceTas](#) account using your mobile or desktop and complete the RWVP identity verification process online.



Option 2: 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 during your online application.



Not sure which option is right for you? Read on to learn more about both identity verification options and choose the one that best suits your needs.

Option 1: Verify your identity online

To verify your identity online, you must have a [myServiceTas](#) account.

If you do not already have a myServiceTas account, you can create one through the [Service Tasmania website](#). Simply enter your personal details and verify your email address.

If you already have an account, log in and complete the online identity verification process using:

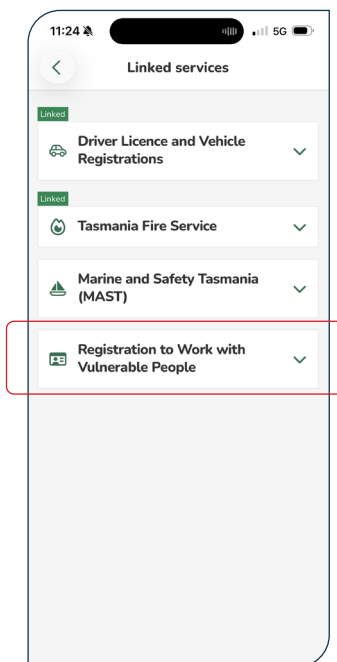
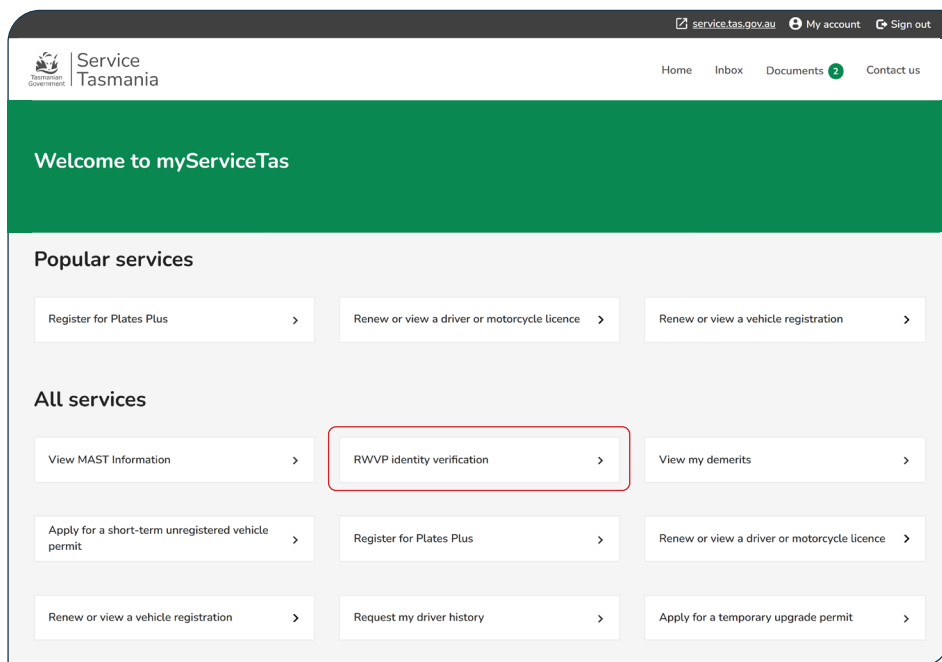
- the myServiceTas mobile app, or
- the myServiceTas website on a computer with a camera.

You **cannot** verify your identity online if:

- you have **not** paid your registration fee online while you were completing your application through MyRWVP
- all your identity documents **do not** have the same name as your RWVP card. If your names differ, you will need to go into a Service Tasmania service centre (option 2) to verify your identity.

After logging in to your myServiceTas account, click '**RWVP identity verification**':

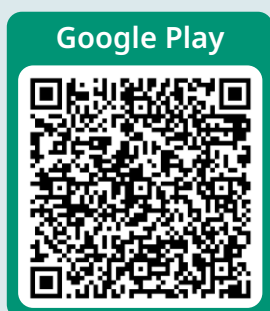
- on a computer, find it under '**All services**'
- in the mobile app, select it from '**Linked services**'.



If RWVP is not already linked in the app, select '**Link a service**' and then '**Registration to Work with Vulnerable People**'.

Download the myServiceTas app

Scan the QR codes below to download the myServiceTas mobile app from your preferred app store.



The next page walks you through the online process for verifying your identity.

There are 7 steps to verify your identity online.



1

Before you start, read the information provided so you understand what to expect and which documents you will need.

Instructions

Home / RWVP identity verification

RWVP identity verification

Before you start (1/7)

To complete your Registration to Work with Vulnerable People (RWVP) renewal, you must:

1. Complete the first step of your renewal in [MyRWVP](#) on the RWVP website
2. Pay the renewal fee (unless you are a volunteer eligible for a free renewal)
3. Have a Tasmanian address. (If you live interstate and want to renew, visit the [RWVP website](#) for more information.)
4. Make sure the name on your identity documents matches the name on your RWVP card. (If the names are different, you will need to visit a service centre to verify your identity.)

If you have completed all of the above, you can proceed with the RWVP identity verification process here.

Do you have a current or recently expired Registration to Work with Vulnerable People in Tasmania?

☒ Yes, I have ☐ No, I haven't

Have you paid your RWVP renewal fee via My registrations in the RWVP system?

☒ Yes, I have ☐ No, I haven't

2

Confirm your name and date of birth. These details must exactly match the proof of identity documents you selected.

Personal details

Home / RWVP identity verification

RWVP identity verification

Confirm your personal details (2/7)

Your myServiceTas profile details need to be an exact match to what is shown on your selected proof of identity documents, **including any middle names**.

Your myServiceTas profile has your name and date of birth as:

Charlotte Citizen
30 August 2000

Does this match your identity documents?

☒ Yes, it matches ☐ No, I need to update my profile

Do you agree to the [terms and conditions](#) for using this service?

☒ Yes, I agree

3

RWVP card
details

Enter your RWVP card registration number and expiry date. Your name and date of birth may already be filled in. If these details are incorrect, select '**myServiceTas profile**' to update them.

After updating your details, you will return to the myServiceTas homepage and will need to start the identity verification process again.

Home / RWVP identity verification

RWVP identity verification

Confirm your RWVP card details (3/7)

Enter the expiry date and RWVP registration number from your RWVP card below.

 Personal details can only be updated in your [myServiceTas profile](#).

Given name(s)

Family name

Date of birth

RWVP card expiry

RWVP registration number

How to find this? 

[Verify RWVP details](#)

4

Face
verification

In this step, you will be asked to take a photo of your face using your mobile device or a computer camera. The system will compare this photo with the photo on your RWVP card to confirm your identity.

Face verification (4/7)

To confirm that you are the valid RWVP cardholder we need to match your face with your existing RWVP card photo.

Face verification tips

A front ('selfie') camera is required to complete this photo verification.

Please follow the instructions on screen and make sure:

- There is good lighting
- Your face is clearly visible
- You are centred in the frame

 Changes to appearance like glasses, head coverings, facial hair and aging can affect the verification result.

Please [contact us](#) for assistance.

When you are ready, start face verification below.

Remaining attempts:

3

[Start verification](#)

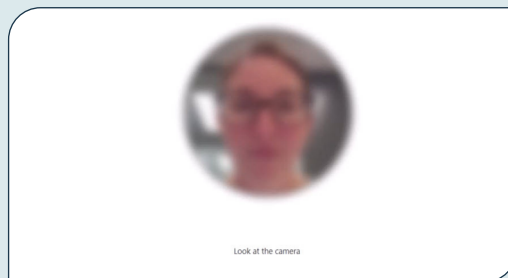
4

Face verification continued

Follow the on-screen instructions and tips to help the system capture a clear image.

For example, make sure your screen brightness is turned up.

When your identity has been verified, you will see the message: **'Success! Photo matched.'**



5

Commencement of ID

Select the Commencement of Identity document you listed in your application and enter the required details. This may be your Australian birth certificate, Australian citizenship certificate, Australian passport, International passport with Australian visa, or ImmiCard.

Home / RWVP identity verification

RWVP identity verification

Commencement of Identity document (5/7)

Please choose the Commencement of Identity document you would like to use to verify your identity.

Documents cannot be re-used for verification.

Using your Australian passport here means it cannot be used as your Primary Use in the Community document in the next step.

- ☐ Australian birth certificate
- ☐ Australian citizenship certificate
- ☐ Australian passport
- ☐ International passport (with eligible Australian visa)
- ☐ ImmiCard

If you don't have any of these documents? [View](#)

In proceeding you authorise Service Tasmania to verify any information

6

Primary Use in the Community ID

In this step, select the Primary Use in the Community document you listed in your application. Enter the required details exactly as they appear on the document.

Home / RWVP identity verification

RWVP identity verification

Primary Use in the Community document (6/7)

Please choose the Primary Use in the Community document you would like to use to verify your identity.

Documents cannot be re-used for verification.

Using your Australian passport in the previous step means it cannot be used as your Primary Use in the Community document.

- ☐ Australian driver licence

If you don't have any of these documents? [View](#)

i In proceeding you authorise Service Tasmania to verify any information provided in this form, including with the Issuer or Official Record Holder, using the [Document Verification Service \(DVS\)](#).

[Next](#)

7

Review and submit

Review the information you have entered and make sure it is correct.

If you need to make any changes, go back and update the relevant details before submitting.

Once you have submitted your identity verification, you will receive a receipt that includes your registration number.

Home / RWVP identity verification

RWVP identity verification

Review and Submit (7/7)

Please check the information you have provided and submit your identity verification details via the **Submit** button below.

Commencement of Identity document

Document type Australian passport
Travel document number P12345

Primary Use in the Community document

Document type Driver licence
Registration state TAS
Licence number G123456
Card number 1234568



Your RWVP renewal application is now submitted.

You can now log out of your myServiceTas account.

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.

Option 2: Visit a Service Tasmania service centre

If you do not wish to verify your identity online, you can visit a Service Tasmania service centre and verify your identity in person using the proof of identity documents listed in your application.

[Appointments](#) are available at the Hobart and Launceston service centres, or you can visit any Service Tasmania service centre as a walk-in customer.



End of Part 2

This completes the RWVP renewal process. Your renewal application has now been submitted for assessment by the RWVP team.