



Applying for a blue card online – Volunteers and students

Volunteers and students applying for the first time (no payment required)



Applicant navigates to the online application and registers an account. Registration is a one time process. Applicant will need to validate their identity using a Queensland Department of Transport and Main Roads (TMR) product. If successful, applicant is provided with an online account number. Applicant is advised to provide their online account number to the organisation.



If the organisation is using the organisation portal, they create a link with the applicant in the *Blue card register* section of the portal. Upon successful link, the organisation will have oversight of the person's record and current status in real time. Note: the applicant cannot complete their volunteer/student application online without this link.



The applicant is notified via SMS or email of the successful link with the organisation. They are now able to complete and submit their online application for their volunteer or student blue card.



Blue Card Services receives and processes application. Most online applications for people with no police information should be processed within five business days. It might take longer if further information is required or if we receive police or disciplinary information.



Blue Card Services notifies the applicant and the organisation of the outcome (successful or unsuccessful). If the organisation is using the organisation portal, the portal will reflect the updated status.

Blue Card Services

Working **together** to keep kids **safe**



Applying for a blue card online – Paid employees or job seekers

Paid employees or job seekers applying for the first time and paying for themselves



Applicant navigates to the online application and registers an account. Registration is a one time process. Applicant will need to validate their identity using a Queensland Department of Transport and Main Roads (TMR) product. If successful, applicant is provided an online account number and can commence their application.



Applicant pays for application and submits. They can provide their online account number to the organisation to create a link at this point, or the link can be created once the card is issued.



Blue Card Services receives and processes application. Most online applications for people with no police information should be processed within five business days. It might take longer if further information is required or if we receive police or disciplinary information.



Blue Card Services notifies the applicant of the outcome (successful or unsuccessful).



If they haven't already, card holder (formerly the applicant) provides card number to the organisation to create a link.



If the organisation is on the organisation portal, they create a link with the card holder through the *Blue card register* section of the portal. The organisation now has oversight of the person's record and current status in real time.



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Applying for a blue card online – Paid employees

Paid employees applying for the first time – your organisation is paying for the application



The organisation navigates to BPoint (via the BCS website) and pays on behalf of the applicant. Once the payment has been processed, the organisation will receive a receipt number, which should be provided to the applicant.



Applicant navigates to the online application and registers an account. Registration is a one time process. Applicant will need to validate their identity using a Queensland Department of Transport and Main Roads (TMR) product. If successful, applicant is provided an online account number and can commence their application.



Applicant enters the payment receipt number provided by the organisation, completes and submits application. They can provide their online account number to the organisation to create a link at this point, or link can be created once card is issued.



Blue Card Services receives and processes application. Most online applications for people with no police information should be processed within five business days. It might take longer if further information is required or if we receive police or disciplinary information.



Blue Card Services notifies the applicant of the outcome (successful or unsuccessful).



If not done previously, the applicant provides their card number to the organisation to create a link.



If the organisation is using the organisation portal, the organisation creates a link through the *Blue card register* section of the portal. Your organisation now has oversight of the person's record and current status in real time.

Need more information?

Please call us on **1800 113 611** or **07 3211 6999** between **8am–5pm** on **Monday to Friday** or visit www.qld.gov.au/bluecard.

