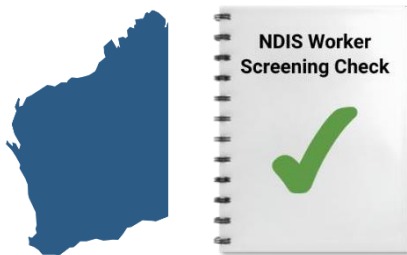
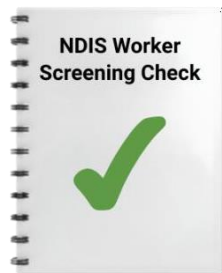




How to apply for an NDIS Worker Screening Check in Western Australia



This guide will show you how you can apply for an NDIS Worker Screening Check in Western Australia.



An NDIS Worker Screening Check is a letter that tells NDIS providers you are allowed to work.



The NDIS is the National Disability Insurance Scheme.





We are not the NDIS.

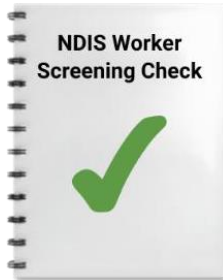
We are not the NDIS Quality and Safeguards
Commission.

The Department of Communities WA
wrote this document.





What is an NDIS Worker Screening Check



An NDIS Worker Screening Check is a letter that tells NDIS providers you are allowed to work.



This Check helps keep people with disability safe.

It makes sure only safe people can work with them.

People who work for registered NDIS providers need to have an NDIS Worker Screening Check.



Talk to your employer to find out if you need to apply for an NDIS Worker Screening Check for your job.





You can ask for support from someone you trust to help you with the application.

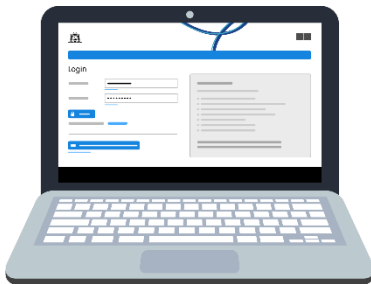




Part 1 – Starting online



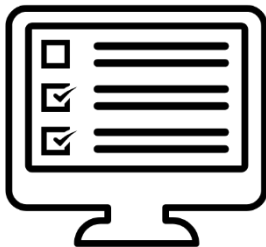
In this part of the application process you will need to start online.



To start your online application, log in or create a DoTDirect account.

<https://www.transport.wa.gov.au/dotdirect>

Then select the 'NDIS' tab.



Complete the application.

Make sure you fill in the form with correct information.





Check over your answers to make sure that the information is correct.

Click Submit to finish your online application.



Check your email.

You will get an email that tells you what you will need to do next.

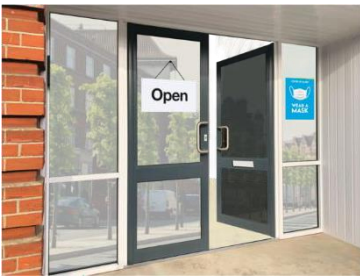




Part 2 – Complete in person



Next you will need to complete your application in person.



Go to a Department of Transport and Major Infrastructure Driver and Vehicle Services Centre office.

You can find an office closest to you in the link below.

www.transport.wa.gov.au/licensing/visit-a-licensing-centre-or-agent.asp



Make sure to have your proof of identity documents with you.

This is proof of who you are.





You can find out what proof of identity you need to bring by reading the 'Standard Proof of Identity Documents' factsheet.



You can find the factsheet in the link below.

www.wa.gov.au/government/document-collections/ndis-check-resources



You will need to pay the application fee.

Make sure to bring the money with you.

The amount you have to pay depends on your situation.

To check the application fee you can visit the DoTDirect website in the link below.

www.wa.gov.au/organisation/department-of-communities/applying-ndis-check





Part 3 – Wait for confirmation



Your employer will have to **verify** your application.

Verify means to confirm that the information is correct.



The NDIS Worker Screening Unit will send you an email to confirm that your employer has verified your application.





Where to find more information



We are here to help you.



You can call us for support on 1800 225 558.



Visit the Department of Communities WA website for more information about NDIS Worker Screening Checks.

www.wa.gov.au/organisation/department-of-communities/applying-ndis-check

