

The Working with Children (WWC) Screening Unit recognises that some applicants will not be able to attend an [Australia Post Outlet](#) to lodge their application. The alternate lodgement process is available in these circumstances. This factsheet outlines who can, and how to, lodge using this process.

If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

Who can access the alternate lodgement process?

The alternate lodgement process is only available to those who are physically unable, or for whom it is realistically impractical, to attend an authorised Australia Post Outlet. The applicant must have approval from the WWC Screening Unit, access to a quality digital camera, email and scanning facilities, and a credit or debit card for online payments.

Completing an alternate lodgement application

1. Obtain approval from the WWC Screening Unit by calling 1800 883 979 or emailing checkquery@communities.wa.gov.au.
2. Complete the 100-point proof of identity check.
To apply for a WWC Check, a person must provide documents to establish their identity as required by the 100 Point Proof of Identity Check. Please refer to the [Sample application for a WWC Check](#) for the full list of accepted identity documents.

The following combination of identity documents are acceptable for the alternate lodgment process:

- 1 x A document and 1 x B document.
- 1 x B document and 3 x C documents.
- 1 x A document and 2 x C documents.
- 1 x A document or 1 x D document; under 18 years of age only.

Applicants must ensure that the document combination must include evidence of their full legal name, date of birth, current residential address, and photograph.

Documents must be certified by an authorised referee that the copies are true and correct, refer to [Factsheet APP09: identification by an authorised referee](#) for further information.

3. Provide a colour photograph.

The applicant is required to provide a 'passport style' colour photograph of their face, to enable the WWC Screening Unit to accurately identify the person and produce a WWC Card. The photograph must:

- show the head and top of shoulders close up
- show the face and shoulders square on
- show the person looking straight at the camera
- show the eyes open and clearly visible
- have uniform lighting (no shadows across or behind the face)
- be against a plain, light-colored background.



A photograph of an applicant wearing a head covering for religious purposes will be accepted, provided all facial features from the bottom of the chin to the top of the forehead (including both edges of the applicant's face) are clearly shown.

To provide a clear photograph, it is recommended that the digital camera is set to a minimum of 3.2 mega pixels and a flash is used, regardless of light in the surrounding area.

4. Provide the WWC application documents for review.

Scan and email the following documents to the email address provided:

- completed Application for a WWC Check
- certified copies of proof of identity documents
- a digital photograph of the applicant.

Please retain all documents, until you are advised to mail them to the Unit for lodgement.

5. Pay the application fee.

Once the hard copies of the application form and all relevant documentation have been received by the WWC Screening Unit, a BPoint payment link and reference number will be sent via email. Payments can be made using a Visa or Master Card.

A confirmation receipt will be sent via email, which allows the applicant to start or continue in [child-related work](#) in most circumstances.