

# Queensland Disability Worker Screening

Application process for workers

## Do I need a Queensland disability worker screening check?

From 1 February 2021, workers who are newly engaged by a state-funded provider to deliver disability supports and services must undergo a Queensland disability worker screening check. This includes workers in the Queensland Government run Accommodation Support and Respite Services and Queensland Government funded disability advocacy services.

It is your employer's responsibility to know whether you need a Queensland disability worker screening check for the type of work you will be doing. Please confirm with your employer before applying.

An eligibility calculator tool is available on the [Worker Screening website](#) to help employers and workers determine their screening requirements. Sole traders can find information on screening requirements through our dedicated fact sheet 'Information for Sole Traders'.

## What if I already have a valid yellow card or yellow card exemption?

If you already have a valid yellow card or yellow card exemption when you commence employment, you won't need to get a disability worker screening check straight away. You can keep using your existing card until it expires or is cancelled.

## How do I apply for a Queensland disability worker screening check?

Before applying, a state-funded provider must have engaged you or be proposing to engage you to carry out state-funded disability work in Queensland. If you already hold an NDIS worker screening clearance you will not need a Queensland disability worker screening clearance.

## People who can't apply

If you have been issued a yellow card negative notice, yellow card negative exemption notice or NDIS worker screening exclusion that has not been cancelled, you cannot apply for a Queensland disability worker screening check. It is an offence under the *Disability Services Act (2006)* and penalties will apply.

## How do I apply?

From 1 February 2021, applicants can apply online via the [Worker Screening website](#) by:

1. Registering for worker portal access and complete online identity check
2. Answering the required online application questions
3. Making payment through BPOINT (online), cheque or money order (or defer payment to your employer or nominated representative)

If you do not have online access and wish to make a Queensland disability worker screening application, please phone the Worker Screening Unit on 1800 183 690 to request a manual form to complete.

A detailed guide has been developed for workers to help them use the online registration, identity check and application process step by step.

## How much does the application cost?

The following application costs will apply:

- Queensland disability worker screening application for paid workers: \$97.60
- Combined Queensland disability worker screening application and blue card application for paid workers: \$107.60
- Volunteer applications: Free

Successful applicants will receive a card valid for three years.

## How does the online identity check work?

An online identity check process will be introduced as part of registration for the worker portal. This will confirm your personal information against Queensland Government records to confirm you are who you say you are. The process will be similar to the current blue card identity check. Alternative processes will be in place where a person is unable to validate their identity online. Successful applicants will receive a card with a photo for facial authentication.

## What if I need a blue card too?

If you are a state-funded disability worker delivering services or supports to both children and adults with disability you will need a Queensland disability worker screening clearance and a blue card. Workers who need both checks can lodge a combined application for one fee. A combined application can be made through the application process outlined above through the [Worker Screening website](#) or via a manual form for people with no online access. Combined applications cannot be submitted to Blue Card Services directly.

The Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (Disability Services) is responsible for processing the Queensland disability worker screening component of the application. Disability Services will forward your application details to Blue Card Services who are responsible for processing the blue card application component.

If you have any questions relating to your blue card application, please contact Blue Card Services via email – [info@bluecard.qld.gov.au](mailto:info@bluecard.qld.gov.au) or by calling 1800 113 611 (freecall in Queensland) or 07 3211 6999.

## What happens next?

After you have completed the online application form and payment has been made, the Worker Screening team will:

- ü Confirm your employment with the nominated employer When this is done, your application becomes a “valid application”.
- ü Complete checks to determine if you have any assessable information (such as criminal history, disciplinary information or other relevant information).
- ü Review any assessable information received and contact you for further details if required.
- ü Decide the application.

## How long does the application process take?

The online processes will make screening easier, quicker and more efficient. As part of the screening check, we rely on other departments to provide us with relevant information so processing times can fluctuate.

If you have no assessable information to review, your application will be processed quickly. It will take longer if assessable information is received because that information needs to be carefully reviewed before a decision is made.

## When can I start work?

Queensland has passed legislation to support a 'no card, no start' approach to disability worker screening. This means that workers providing state-funded disability services and supports cannot start working until they have been issued with a clearance.

For people who already hold a disability worker screening clearance (or yellow card or yellow card exemption), if you lodge your next application before your card expires, you can continue to work while your application is in progress. Your application is considered 'lodged' when the form is completed, payment has been made (if applicable) and your employer has verified your engagement with them.

## What if I need help?

The easiest and quickest way to get help is by reading through our detailed fact sheets and user guides or accessing the [Worker Screening website](#).

If you can't find the information you need through the available resources, you can contact:

- Queensland Worker Screening Unit: email [workerscreening@dstatsip.qld.gov.au](mailto:workerscreening@dstatsip.qld.gov.au) or phone 1800 183 690
- Blue Card Services: 1800 113 611 or (07) 3211 6999