

# Office of the Children's Guardian

## Complete Step 2 of your Working with Children Check application within 28 days

**APP Number: APP8441596**

You have completed Step 1 of your Working with Children Check application. Your application will not begin processing until you have completed step 2.

### Important

Keep this email as you will need it to complete your WWCC application.

You must attend Service NSW within 28 days of this email to provide proof of identity and pay your fee (if required). If you do not attend Service NSW within 28 days:

- Your APP number will expire and you will need to make a new application
- Your employer will not be able to verify you in our system.

You can only provide your APP number to your employer after attending Service NSW.

If you have not disclosed all former and alias names (including maiden names) in this application, you should make a new application now. Failure to disclose all names will result in termination of your application.

### To complete Step 2 of your WWCC application

1. Within 28 days, go to a [Service NSW centre](#).
2. You must take:
  - This email (printed or show it on your phone). Ensure the APP number is visible.
  - Your identification documents listed below. They must be original, current, physical documents and must include at least one photo ID. Certified documents will not be accepted.
  - If any of your identity documents use a former name you must show evidence of the name change in addition to your listed identity documents.
  - If your identity documents include an overseas passport, you will also need to take your Australian visa.

<b>Dimas Abiyoga Mauldy</b>	
<b>APP Number: APP8441596</b>	
<b>Document Type</b>	<b>Reference Number</b>
Australian visa	XXXXXXNV3S
Australian driver licence	XXXX0668
Bank Statement	XXXXX5767
Academic transcript	XXXX0127

Once you have attended Service NSW please give your APP Number, your full name and date of birth to your employer, volunteer organisation, or anyone you provide a child-related service to. They will verify your details on our system.

[Under our legislation](#), you can start working with children once you have an APP number for a WWCC clearance. However, some employers require workers to hold a valid WWCC clearance before they can commence paid child-related employment. For example, this requirement applies to paid child-related employment with NSW Health, the NSW Department of Education, people working in early childhood education and care, and teachers requiring NSW Education Standards Authority (NESA) accreditation. You should speak to your employer if you have questions about these requirements.

Police and workplace record checking can take time. Please allow four weeks before you contact us about the progress of your application.

Yours sincerely

**Alexis Bradshaw**  
**A/Director**

Working with Children Check  
Office of the Children's Guardian

[Print receipt](#)

The Office of the Children's Guardian is an independent statutory authority in NSW Government. We protect children in NSW by promoting and regulating quality, child safe organisations and services.