



MARY MOTHER OF THE CHURCH CATHOLIC PARISH IVANHOE

Parish Office: PO Box 319 Ivanhoe 3079
03 9926 2310 ivanhoe@cam.org.au www.ivanhoecatholics.com

Inclusiveness

Hospitality

Service

Mission

INFORMATION
SHEET

APPLYING FOR YOUR WWC CARD ONLINE

How to apply for your Working with Children Card:

- On your internet browser go to:
 - www.workingwithchildren.vic.gov.au
 - Scroll down to [Apply for a Check](#) and click
 - Click on [Apply from Victoria](#)
 - [Start Application](#)
 - You are applying as a Volunteer
 - Continue with the online application
 - On your application form [the Code Number for your type of work is 64](#) (Religious Organisation)
 - The Parish details if required are:
Mary Mother of the Church Parish Ivanhoe
PO Box 319, Ivanhoe 3079
Tel: 03 9926 2310 Mobile: 0427 879 733 Email: ivanhoe@cam.org.au
Contact: Fr. Bill Edebohls
 - As you are applying as a volunteer there is no charge
 - On completion print your application, take to the Post Office with your 100 points ID, they will take a photo and complete the process
 - When you receive your card please send a coloured photocopy of your card to the Parish Office or drop into the Parish Office and we will photocopy it for you.

If you need assistance with the above or do not have internet access, please make a time with the Parish Office so that we can help you complete the form online. You will need to bring 100 points of identification with you.

LINKING YOUR CURRENT WWC OR VIT CARD TO OUR PARISH

A. How to update your current WWC Card to link it to our Parish:

- On your internet browser go to:
 - www.workingwithchildren.vic.gov.au
- Top right corner click on [MyCheck Account](#)
- If you have not previously applied for an online account click [Register Now](#) and follow the instructions
- If you have previously registered click [login](#) and enter your email address and password and follow the instructions
- Update your details by including our Parish as an agency for whom you volunteer
- The Parish details are:

Mary Mother of the Church Parish Ivanhoe

PO Box 319, Ivanhoe 3079

Tel: 03 9926 2310 Mobile: 0427 879 733 Email: Ivanhoe@cam.org.au

Contact: Fr. Bill Edebohls

B. (School Teachers Only) How to update your current VIT Card to link it to our Parish:

- On your internet browser go to www.workingwithchildren.vic.gov.au
- Under 'New requirement for VIT registered teachers' click on [see latest updates](#)
- Go to the [Teacher Notification Form](#)
- Go to [Get Started](#)
- Complete the process as instructed
- The Parish details are:

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