How to Apply for NDIS Worker Screening Check

Go to www.workerscreening.dsdsatsip.qld.gov.au

Click on the "Apply here" button
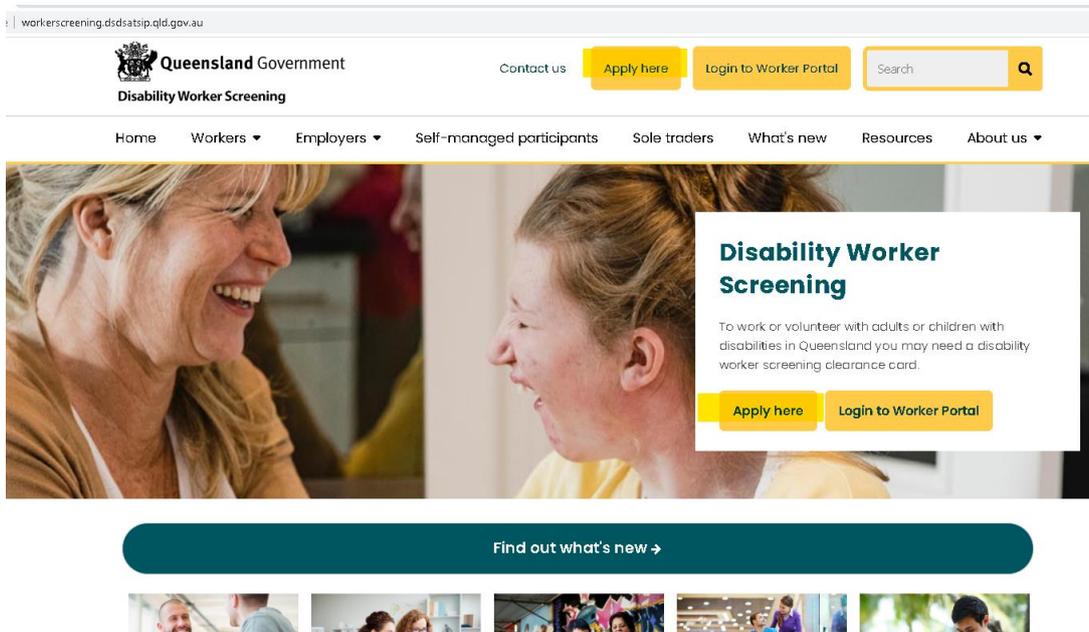
Ensure you have your CRN (see details below – must be a TMR identity document)

2. Know your CRN or how to apply for one

To verify your identity and obtain the photo for your disability worker screening card, you will need a customer reference number (CRN) before you apply. You can find this number on any product issued by TMR, such as:

- A driver licence
- Adult proof of age card
- Photo identity card
- Industry authority

If you don't have a CRN, or if your photo was taken more than 5 years and 3 months ago, you will need to visit a TMR service centre.

Scroll down and click on "Register for Online Account"

Apply online

You will need to register for a Disability Worker Screening online account **before** you can apply for your disability worker screening clearance. You only need to register once.

Once you have registered for your online account, you **must** log in to the online worker portal to apply for your card.

For a smooth application process, please check you eligibility via the Eligibility calculator and read the "Before you Apply" information on this page.

If you have already registered for an online account you can login to your worker portal to commence a new application (or combined application with blue card), update an existing application, or check on the progress of a submitted application.

If ready to register for the first time

Register for an Online Account

If you have already Registered

Login to Worker Portal

Read and accept the privacy policy

Privacy Notice

Your privacy

Before you start registering an online account, please read our privacy notice and supporting Information Management Policy to understand how we collect, store, use and disclose your personal information.

Acceptance of privacy policy

☑ I have read and understood the privacy notice and supporting Information Management Policy.

DECLINE   ACCEPT

Enter your TMR CRN details and click "Register"

Please select a Queensland Transport and Main Roads (TMR) product*

Select ▼

TMR Customer Reference Number (eg Drivers Licence Number) *   ❓

TMR Registered Email Address *   ❓

First Name   ❓

Middle Name

Last Name*

Date of Birth *   ❓

BACK

REGISTER

Click "Proceed to Login"

Queensland Government

Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

Contact us   Help

Congratulations. Your details have been successfully confirmed by Queensland Transport and Main Roads (TMR).

We have now created your Worker Screening Portal account and you may commence an application. Please contact the Support Desk for further assistance.

PROCEED TO LOGIN

Enter the required details and click "Login"

Login

Please select a Queensland Transport and Main Roads (TMR) product*

Select

TMR Customer Reference Number *

Date of Birth *

Your privacy

Before you are able to login, please read our privacy notice and supporting Information Management Policy to understand how we collect, store, use and disclose your personal information.

Acceptance of privacy notice

☐ I have read and understood the privacy notice and supporting Information Management Policy.

LOGIN   REGISTER FOR AN ONLINE ACCOUNT

You will receive an email with Verification Code, enter this.

d Transport and Main Roads (TMR) product*

Verification Code

Please check your TMR registered email address for the Verification Code.

For a range of factors, this may take a few minutes to arrive. If you haven't received one after a few minutes, please try to login again.

Please remember to check your spam folder.

CANCEL

Number *

n, please re

ormation.

nd how we c

It will bring you to this screen, click on "Start New Application".

Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships

Home

Online Services Home

My Personal Details

[Update My Details]

Start New Application

Lodge a new application for a Disability Worker Screening Clearance including a joint application for a Working With Children Check (Blue Card)

Select NDIS Screening Check ONLY, and answer the Eligibility Requirement questions, click "Save and Proceed".

Application Type

- ⦿ I am applying for a Disability Worker Screening Check (NDIS Worker Screening or Queensland Disability Worker Screening) only
- ○ I am applying for a Disability Worker Screening Check AND a Working with Children Check (Blue Card)
- ○ I am applying for a Disability Worker Screening Check AND a Working with Children Check (Exemption Card)

Eligibility Requirements

The following questions relate to your eligibility to submit an application.

Do you hold a current exclusion or negative notice issued in Queensland under the Disability Services Act? ❓
○ Yes   ⦿ No

Do you hold a current NDIS worker screening exclusion issued by another state or territory?
○ Yes   ⦿ No

Are you living in Queensland OR are you carrying out disability work in Queensland? ❓
⦿ Yes   ○ No

Are you engaged by a provider to carry out NDIS disability work or state disability work, or is a provider intending to engage you for this work? ❓
⦿ Yes   ○ No

> You meet the basic eligibility requirements and are able to proceed with the application.

☐ I declare that the information provided here is correct and I understand that it is offence to make a false and misleading statement.

Complete your personal details in each sub-section, then click "Save & Proceed".

Names

Manage Names	Toggle Names Section	⌄

Other Personal Details

Manage Other Personal Details	Toggle Other Personal Details Section	⌄

Addresses

Manage Addresses	Toggle Addresses Section	⌄

Identification

Manage Identification	Toggle Identification Section	⌄

Qualifications (Optional)

Manage Qualifications	Toggle Qualifications Section	⌄

* Required fields

BACK   SAVE   SAVE AND PROCEED

Complete applicable responses to Purpose and Role, and Previous Checks , then click "Save and Proceed". Note – students are "volunteers".

Purpose and Role

Please indicate the primary purpose you will be using your Disability Worker Screening Clearance for*

○ Paid employee
○ Sole Trader
○ Volunteer

Please select the primary area of service delivery you will be using your Disability Worker Screening clearance for(Definitions)*

○ Accommodation support services
○ Respite services
○ Community Support Services
○ Community access
○ Advocacy or information services or Services that Provide Alternative Forms of Communication
○ Research training or development services
○ NDIS Assistance with Daily Life
○ NDIS Transport
○ NDIS Consumables
○ NDIS Assistive Technology
○ NDIS Assistance with Social, Economic and Community Participation
○ NDIS Home Modifications and Specialised Disability Accommodation (SDA)
○ NDIS Support Coordination
○ NDIS Improved Living Arrangements
○ NDIS Increased Social and Community Participation
○ NDIS Finding and Keeping a Job
○ NDIS Improved Relationships
○ NDIS Improved Health and Wellbeing
○ NDIS Improved Learning
○ NDIS Improved Life Choices
○ NDIS Improved Daily Living Skills
○ Another service prescribed by regulation

Previous Checks and Roles

Have you previously held a Yellow Card or Yellow Card Exemption in Queensland issued before 1 February 2021? *

◯ Yes ◯ No

Have you previously been issued with a Blue Card or Blue Card Exemption for the purpose of working with children?*

◯ Yes ◯ No

* Required fields

BACK   SAVE AND PROCEED

Complete the Disclosable Information section with your honest responses, then click "Save and Proceed".

Disclosable Information

Are you currently suspended, or have you ever been refused, barred, excluded or disqualified following an application for an NDIS Worker Screening Check, Working With Children Check, Working With Vulnerable People Registration and/or working with people with a disability check (or equivalent) in any state or territory in Australia? ❓ *

◯ Yes ◯ No

Have you ever been charged or convicted or found guilty of a criminal offence in Australia?*

◯ Yes ◯ No

Have you ever been convicted or found guilty of any of the following, or equivalent, offences in a country other than Australia? ❓ *
- murder, attempted murder, or manslaughter
- serious or aggravated assault
- rape, bestiality, sexual assault, or incest
- aggravated robbery
- child pornography offences
- abduction, kidnapping, human trafficking, or slavery
- drug trafficking and drug dealing
- neglect or ill-treatment of a child or vulnerable person
- fraud, deception, or forgery involving a child or vulnerable person
- treason/treachery, terrorism, genocide, mutiny, or espionage
- animal cruelty causing an animal serious injury, harm, or death

◯ Yes ◯ No

Have you ever been a respondent to a domestic violence order in Queensland? ❓ *

◯ Yes ◯ No

Have you ever been subject of an investigation by any government agency anywhere in Australia that involved allegations of abuse or neglect of a child in your care that resulted in restrictions regarding your contact with that child or other children (including the removal of a child/children)? *

◯ Yes ◯ No

Have you ever had any workplace misconduct findings against you, or are you subject to a current investigation, in relation to: *
- violent behaviour or assault
- indecent or sexual behaviour or misconduct
- fraud, deception or theft
- failing to provide care for a vulnerable person such as a child, elderly person or person with disability.

◯ Yes ◯ No

Click on "Add Employer/Sole Tradership".

Nominated Entities

ADD EMPLOYER/SOLE TRADER/SMP

Entity List

* You must provide at least one employer before continuing to the next step of the application.

BACK   SAVE   SAVE AND NEXT

Find Mater Education Limited, select and "Add Employer".

Add Employer

To begin please select the employer type from the list

Employer Type*

⦿ Employer / Sole Trader ◯ Self Managed Participant

Please enter Employer ID OR start typing Employer name in field provided and select correct Employer Name

mater

Mater Education Limited

Mater Health

Mater Hill Psychology Services

CANCEL   ADD EMPLOYER

Andwer "No" to the question about working with children, click "save and Next".

Nominated Entities

ADD EMPLOYER/SOLE TRADER/SMP

Entity List

Type	ID	Entity Name	ABN	Verification Status	Action
NDIS Employer	4-G6I52PM	Mater Education Limited	50148130349	Awaiting Lodgement	UPDATE REMOVE

In your role with any of these employers, will you be working with children?*
◯ Yes   ◯ No

BACK   SAVE SAVE AND NEXT

Read and understand the declaration, tick the box your name and date will appear, then click "I Agree".

research and statistical reporting purposes.
- I understand that my personal details will be shared with Blue Card Services which administers the Working with Children Check.
- I consent for a photograph held by TMR to be used to produce the clearance card.
- I understand and will comply with my obligations including that I must notify the department if I change my name, contact details, or there is a change in my employment
- I understand and will comply with my obligation to notify the department immediately if my police information changes.

☐ I have read and understand the contents of this form and make all of the above declarations

Applicant Name*   **Date***

BACK   SAVE I AGREE

Read and understand the pop up screen, and click "I Understand and Agree".

nquiries being made to determine my eligibility to hold an NDIS Check clearance from any source considered necessary
includin   prosecut
ing uni
e that w   **Are you sure you wish to make this declaration?**   ommissic
he NDIS
that my   By clicking **I Understand and Agree** you are acknowledging and accepting all terms of the   DIS sectoi
ployers   declaration.   longer li
I cannoi   plication
DIS clea   You are also declaring that all of the information provided by you in this application form is
worker   true and correct to the best of your knowledge.   understa
will han   policy de
statistic   Finally, you also accept that this declaration constitutes your signature and that you consent to
that my   the use of this electronic declaration as your substitute signature.   heck.
a photo
and wil   CANCEL   I UNDERSTAND AND AGREE   etails, or t
ment
and will comply with my obligation to notify the department immediately if my police information changes.

You should receive the below message in the payment section – click "Complete" and it will submit your application.

Mater Education will be notified of your application and will verify your Volunteer status, once this is complete NDIS will conduct the check and notify you of the outcome via email. Until you receive your Card in the mail this email is what you can present to Placement Providers to verify your "Eligible to Work" status. Mater Education is automatically notified of your status updates.