



# Sailability Shorncliffe

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Queensland Australia

## Blue Card Process

### Purpose

This document describes the process for volunteers to hold a current Blue Card issued by the Queensland Government.

This document should be read in conjunction with Sailability Shorncliffe policies and procedures.

Refer website: [www.sailabilityshorncliffe.org.au/information/risk-management/](http://www.sailabilityshorncliffe.org.au/information/risk-management/).

### Document Information

Version	Date	Person/s	Comments
1 DRAFT	Sep 24	Owner: Bill Sherwood Writer: Donna Wenham Approval:	DRAFT – updated based on Bill’s feedback. Awaiting review/approval from Cheryl.

## **CONTEXT**

At Sailability Shorncliffe we engage with children with disabilities, sometimes they are with a special school group, other times they attend with a support worker or their parents. As we engage with children, our volunteers are required to hold a current Blue Card issued by the Queensland Government.

Volunteers are to provide evidence of their Blue Card upon registration as a volunteer.

If you do not have a Blue Card Sailability Shorncliffe can assist volunteers to move through the process to obtain one. Volunteers are required to provide an application account number to Sailability Shorncliffe (refer Process step 1 and 2) within 2 months of registering.

The Blue Card of volunteers will be delinked to Sailability Shorncliffe upon leaving the organisation, or non-attendance for greater than 4 months.

## **BLUE CARD APPLICATION PROCESS**

**Note: This is a summary of the online process. Refer to the following page for more detail and an alternative paper application process.**

Step 1 – Commence the application process for a Blue Card as a volunteer by registering for an online account via [Queensland Govt – Blue Card Services](#). You will need a Customer Reference Number (CRN) from the Queensland Department of Transport and Main Roads (TMR) to prove your identity. You can find your CRN on any TMR product, such as a drivers licence or photo identification.

Step 2 – Email the account number provided by the Blue Card Services application to Sailability Shorncliffe Blue Card contact Bill Sherwood via email address [sailabilityshorncliffe.org.au@gmail.com](mailto:sailabilityshorncliffe.org.au@gmail.com). Bill will then link your account number to the Sailability Shorncliffe organisation.

Step 3 – Once you have been successfully linked to Sailability Shorncliffe you will receive an email allowing you to complete your application via the online applicant portal.

Step 4 – Both you and Sailability Shorncliffe, will be notified via email when your application has been approved and your name will be added to our register. Note – applications can take 28 days or longer to complete the required verification process.

## **BLUE CARD REGISTER**

To be maintained by Sailability Shorncliffe representative on a regular basis.

Formal review and update on a quarterly basis with Sailability Shorncliffe Committee sign off.

Based on the [template on the Queensland Government website](#).

# BLUE CARD APPLICATION PROCESS - DETAIL

## Online Application

### Step 1 – Register for an online account

In your search engine, type [my.bluecard.qld.gov.au/login](https://my.bluecard.qld.gov.au/login), which will bring you to a [Qld Govt Blue Card Services login page](#). Select the Qld TMR identification product you wish to use, for most people this will be your drivers licence but there are other options if you don't have one. Enter your CRN (customer reference number) or licence or reference number. Enter your date of birth. Accept privacy notice. Select 'Register for an online account'. Complete required details such as email address, home address, mobile. Often this information is pre-loaded by TMR as you are known to them because of your licence.

### Step 2 - Identification

From here there is a requirement to provide 100 points of identification. This is easy if you have drivers licence, passport or Medicare card. There are other options nominated on the page to get to the 100 points.

The page then proceeds to ask other questions such as, if English is your first language, you identify as First Nation, if you need interpretive services. When complete select 'Submit'.

Blue Card Application Services will respond (email or text), confirming your application has started. If they give you a number (e.g. 4782631), the process is under way.

Please provide Sailability Shorncliffe Blue Card administrator this # and your DOB. They will then link you to the Sailability Shorncliffe Organisational portal. Current administrators are Cheryl Garrat and Bill Sherwood. On the SS portal your application will be marked as 'application pending'.

### Step 3 – Complete application

Return to the website per step 1 and login with the TMR identification product, number and DOB previously provided. This brings you to a page asking more about you - not difficult information. Unless you complete and submit this your application will remain pending for months until deleted by Blue Card.

### Step 4 - Approval

When approved via email Blue Card Services will issue you with a number e.g. 3256421/2. Please submit this number with your DOB to Sailability Shorncliffe Blue Card administrator. This allows your renewal date to be managed by the administrator. Blue Card Services will post your card to your address provided, usually two weeks later. This card will be valid for 3 years from the date of approval and Blue Card Services will advise when you need to renew. It is a simpler procedure if done promptly.

Note: Some applicants have had to have a new photo taken for their drivers licence which is then applied to both licence and blue card.

## **Paper Application**

Sailability Shorncliffe hold paper forms for new volunteers in the kit for inducting new volunteers.

(Available to download from on [Qld Govt website – Blue Card Services application forms](#))

Page 1 is completed by the Sailability Shorncliffe Blue Card administrator.

Pages 2 & 3 are completed by the applicant. This too requires the ID information and has suggestions to assist in providing the detail.

Pages 4 & 5 should be read to assist application, including three options for submitting the application.

What has worked well recently is that the administrator has pages 1, 2 & 3 scanned on a personal computer and submitted by email. The administrator should then return all pages of the application to the applicant. The administrator should remove all personal data (other than required by Sailability Shorncliffe) of the applicant from computer equipment. This method logs the applicant on the Sailability Shorncliffe Blue Card organisation portal automatically.