**Instructions for applying for a “Working with vulnerable people” card – it will only take 10 mins and is free**

1. Click on link below

<http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/forms_and_fees>

1. Click on “[Working With Vulnerable People Online Application For Registration](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/do_i_need_to_apply_for_a_working_with_vulnerable_people_registration_and_how_to_apply/application_lodgement_process)”



1. Do it the easy way and select Option 1 - Complete the [Online Application](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp/do_i_need_to_apply_for_a_working_with_vulnerable_people_registration_and_how_to_apply/application_lodgement_important_information).



1. Select “CONTINUE TO APPLICATION”



1. Click on check boxes “volunteer” and “general” and fill out the details and click on submit



1. Take note of the application reference number and print off a hard copy of the application form. Please note occasionally the printing fails – in this case call (02) 6207 3000 and request the .PDF to be emailed to you. Please email WMFC\_MPO@iinet.net.au with the application reference number and the position you hold in which team.



1. Now take the form to an ACT government shopfront to submit. Please take identification with you – Drivers licence/Passport and a credit card is usually enough – Check on the form you printed out.
2. Your card should arrive in about 3 weeks.
3. When your card arrives please email WMFC\_MPO@iinet.net.au with the card number and the position you hold in which team. If possible please include a photo/scan of the card. (include a scan/photo of the card if you can)

Any Q.s contact me at WMFC\_MPO@iinet.net.au or (m) 0410692909

Michael Thompson – Member protection officer - WMFC