



1  
Update your  
contact details



2  
Renew your  
check online



3  
Your employer  
will verify

## AN IMPORTANT MESSAGE FOR ADULTS WHO WORK OR VOLUNTEER WITH CHILDREN

In NSW a Working With Children Check lasts for five years and must be renewed to remain valid.

This means Working With Children (WWC) numbers issued when the new system began in 2013 will start to expire from June 2018.

Keep your contact details up to date so you can be advised when to renew.

The Office of the Children's Guardian will send you a reminder email sent three months before your WWC number expires.

This email will explain what you need to do next.

To make sure your contact details are correct, go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and click "Update my details".

If you don't know your WWC number, go to [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check) and click "Lost my WWC number".

The WWC number renewal cannot start until three months before your WWC number expires. You can renew at any time from then until the date your current number expires.

After completing the WWC number renewal you will be sent an email confirmation with a new expiry date for your WWC number.

Give these details to the employer/organisation/parent who engages you to work with children. They will need to re-verify your renewed WWC number and new expiry date.

They will also receive an email confirming verification was completed for their workplace records about the Working With Children Check.

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**For more information go to [www.kidsguardian.nsw.gov.au/check/renew](http://www.kidsguardian.nsw.gov.au/check/renew)**

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May 2018