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| Working with Children Check |
| Guide for existing cardholders |

# Update your details

This guide is for kinship carers who have had a child placed with them by the Department of Health and Human Services and who hold a current Working with Children Check.

Follow the steps below to update your details online.

## Register for MyCheck

* Go to the following link and follow the steps to [register](https://online.justice.vic.gov.au/wwccu/register.doj) [https://online.justice.vic.gov.au/wwccu/register.doj]
* An email containing an activation link will be sent to the email address you entered.

To activate your MyCheck account, you must access this email and click on the link before midnight on the day of registration.

## Login to MyCheck and update details

* Go to the following link and login to MyCheck using your email address and the password you created:   
  [MyCheck](https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck) [https://online.justice.vic.gov.au/wwccu/login.doj?next=mycheck]
* Select ‘Change my details’ on the MyCheck menu.
* Review and update any personal contact details as required.

### Add organisations

You must input the contact details for the Department of Health and Human Services exactly as specified below.

* Go to the ‘Organisation details’ section of the page and click on the ‘add an organisation’ button.
  + Enter the contact details for the Department of Health and Human Services exactly as follows:

Organisation name Department of Health and Human Services

Postal number and street PCB – Safety Screening – Kinship Carer

Postal address line 2 GPO Box 4057

Postal suburb MELBOURNE

Postal state VIC

Postcode 3000

Phone 0390965715

* + Click ‘update’

You may also list any other organisation/s you may be working or volunteering with (external to your work with DHHS).

## Add occupational field ‘80 Kinship Care’

You must select field ‘80 Kinship Care- caring for a child placed by Child Protection under the Children, Youth and Families Act 2005’.

* Under the ‘Occupational fields’ section of the page, select ‘80 Kinship care - caring for a child placed by Child Protection under the Children, Youth and Families Act 2005’ from the drop-down box.
* Select ‘Volunteer’ under occupational type.

## Save your changes

* Tick the declaration ‘I declare that the information provided is true and correct’.
  + Click ‘Submit’ to submit your updated details.

**Please note**: By law, you must keep your details up to date.

You must notify the Department of Justice and Regulation within 21 days of any changes to your personal, contact or organisation’s details.

### More information

**Website –** [Working with Children](http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+victoria) [http://www.workingwithchildren.vic.gov.au/home/applications/apply+for+a+check/apply+in+Victoria]

**Email –** [Working with Children](mailto:workingwithchildren@justice.vic.gov.au) [workingwithchildren@justice.vic.gov.au]

**Customer Support Line:** 1300 652 879

8.30am to 5pm Monday to Friday (except public holidays)

**TTY:** 13 36 77

**Speak and Listen**: 1300 555 727

**Interpreter** If you need an interpreter, please call the Translating and Interpreting Service on 13 14 50 and ask them to contact the Working with Children Customer Support Line.

**Disclaimer**: This information is intended as a general guide only. It is not intended to be given as legal advice and should not be relied upon as such. It is recommended that you obtain legal advice relevant to your particular circumstances.

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