NDIS Worker Screening Check application process

# Primary stage: start online

1. Visit the [NDIS Check website](http://www.ndiswsu.wa.gov.au/) (www.ndiswsu.wa.gov.au)
2. Click on ‘Applying for an NDIS Check’ and review the information
3. Read the ‘Application Guide’ and other materials under the ‘application process’ section on the [NDIS Check resources webpage](https://www.wa.gov.au/government/document-collections/ndis-check-resources) (www.ndiswsu.wa.gov.au > NDIS Check resources)
4. Log in or register for a [DoTDirect](https://online.transport.wa.gov.au/tso/selfservice/public/ndis_wsu_apply_entry.jsf#/embd/preliminary-questions) account (www.transport.wa.gov.au)
5. Accurately complete the Application Form
6. Review your answers and submit the online Application Form
7. Check your email for further instructions

# Secondary stage: complete in person

1. Gather your original proof of identity documents
2. Attend a Department of Transport Driver and Vehicle Service Centre
3. Pay the application fee

# Final stage: await confirmation

1. The NDIS Worker Screening Unit will confirm via email that your application has been verified by your employer
2. Confirm with your employer that other requirements have been met before commencing work on a pending application.