

This factsheet outlines the circumstances where applicants may be eligible for the Working with Children (WWC) Screening Unit alternate lodgement process. If you require assistance translating or interpreting the information in this factsheet, please call the Translating and Interpreting Service (TIS National) on 131 450.

Who can access the alternate lodgement process?

The alternate lodgement process is only available for applicants who meet the criteria below:

- live in a remote location in Western Australia (WA) and are more than a four-hour round trip from an authorised [Australia Post outlet](#)
- cannot attend an authorised Australia post outlet due to a physical or psychological condition
- live interstate and cannot attend an authorised Australia Post outlet in their state or
- live overseas and are not moving to WA*

and

- have gained approval by the WWC Screening Unit
- have secured a [child-related](#) role
- have access to a quality digital camera, email and scanning facilities and
- have a credit or debit card for online payments.

* People who live interstate or overseas who are coming to WA and will be engaging in child-related work should lodge their WWC Check application upon their arrival in WA.

What should you do if these circumstances apply to you?

Please contact the WWC Screening Unit on 1800 883 979 or at checkquery@communities.wa.gov.au and discuss your specific circumstances with the Customer Support Team.

Please note: The alternate lodgement process takes significantly longer than a standard application, so lodgement at Australia Post is preferred, where possible.