# BLUE CARD REGISTRATION

## NEW APPLICATION PROCESS

## CREATING AN ACCOUNT

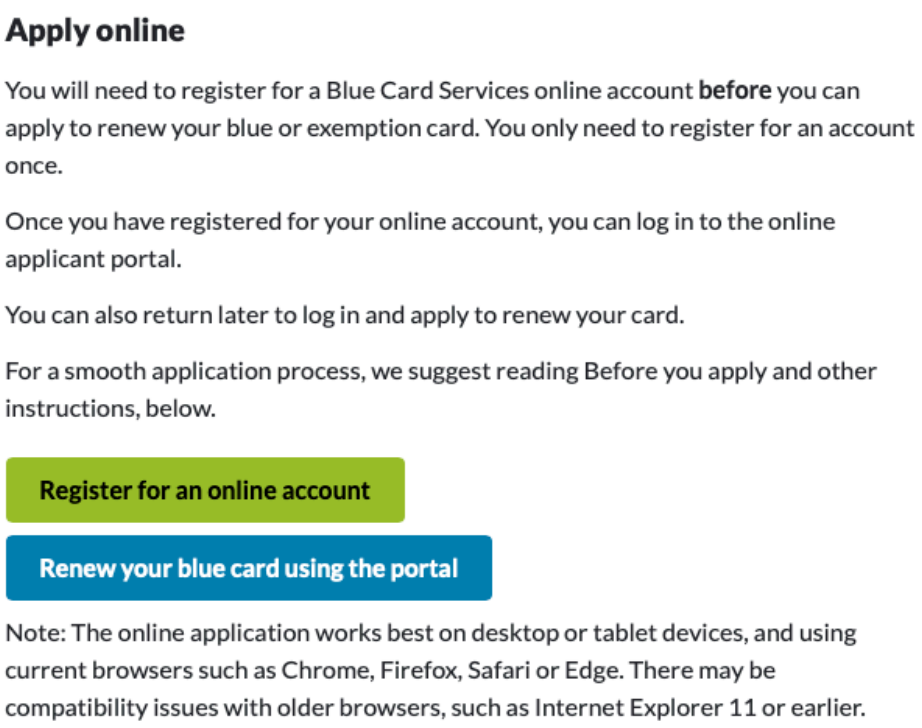
Blue Card Services have transitioned to a new online system that requires every blue card application and renewal to register an account and renew their card using the online portal. This includes creating an online account, which will verify your identity (name, date of birth, contact details), and providing supporting identification documents. Please following the below steps to complete this process.

Before you can apply for or renew your blue card, you must register for an account.

### SETUP YOUR ACCOUNT

1. **Go to Blue Card Services website by copying and pasting the below link**
   https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/blue-card/applications/apply

2. **Register for an online account**
   Please click on the green button once you have accessed the website. Follow the steps to register yourself (see below).



**Apply online**

You will need to register for a Blue Card Services online account **before** you can apply to renew your blue or exemption card. You only need to register for an account once.

Once you have registered for your online account, you can log in to the online applicant portal.

You can also return later to log in and apply to renew your card.

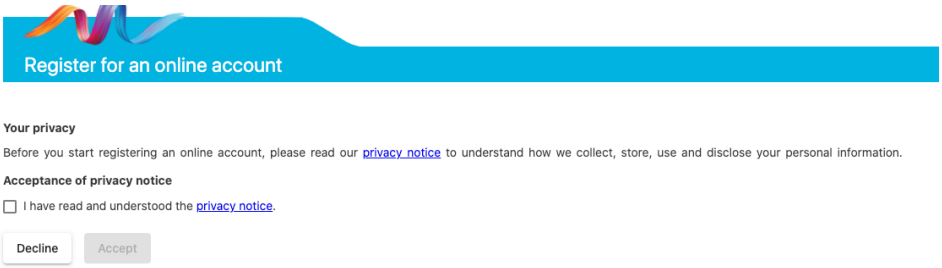
For a smooth application process, we suggest reading Before you apply and other instructions, below.

Register for an online account

Renew your blue card using the portal

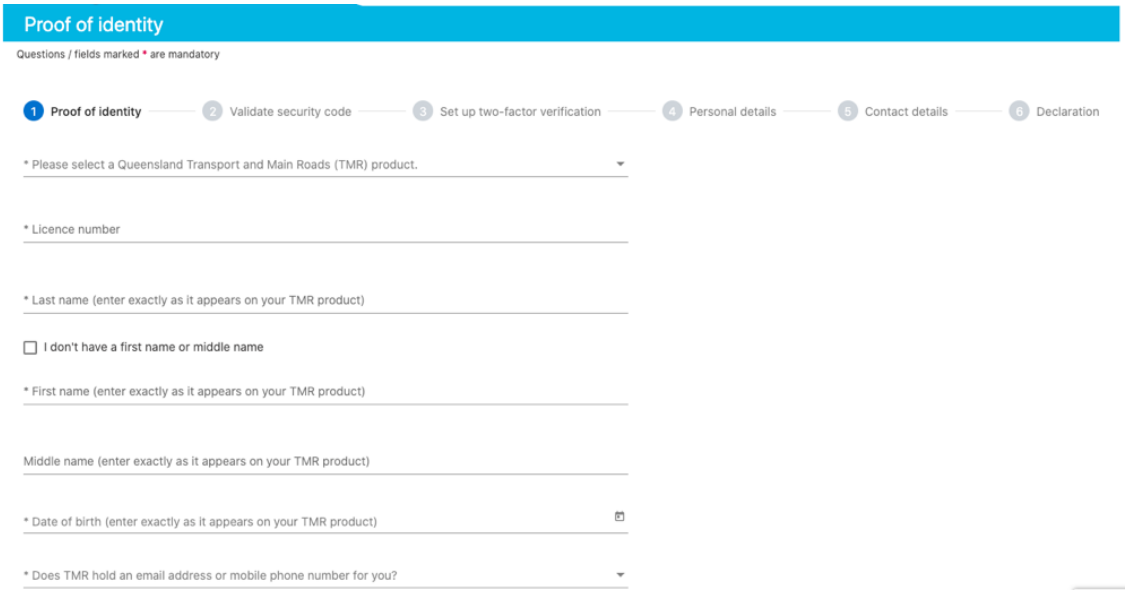
Note: The online application works best on desktop or tablet devices, and using current browsers such as Chrome, Firefox, Safari or Edge. There may be compatibility issues with older browsers, such as Internet Explorer 11 or earlier.

## 3. Privacy Notice



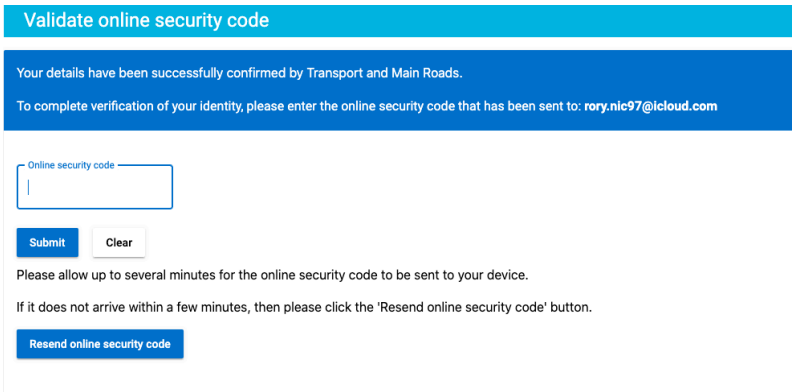

## 4. Proof of Identity

Go through all the steps to complete your account registration.



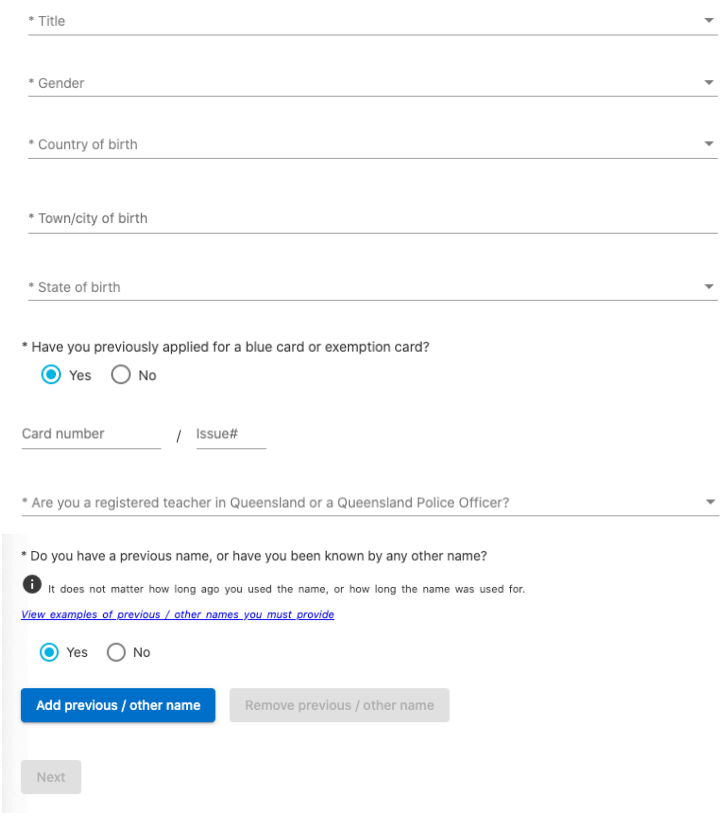

## 5. Validate online security code

It will then ask if you want to use your email or mobile to receive online security codes



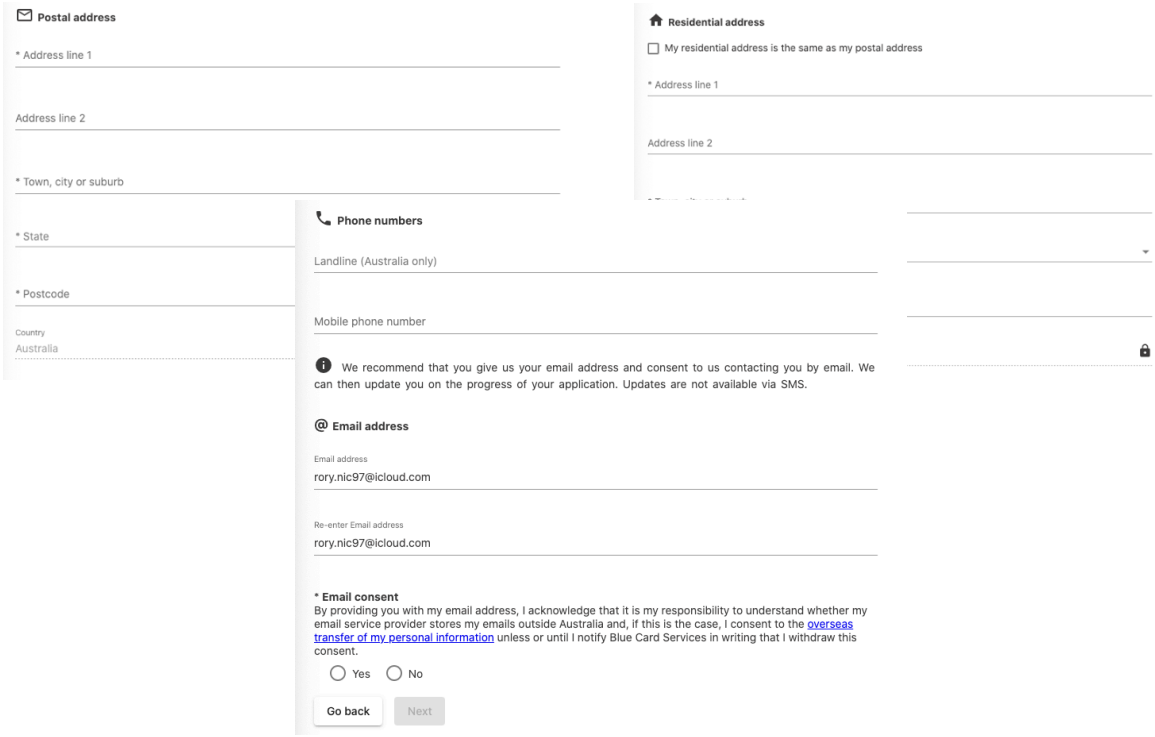
## 6. Personal Details

Input further personal details

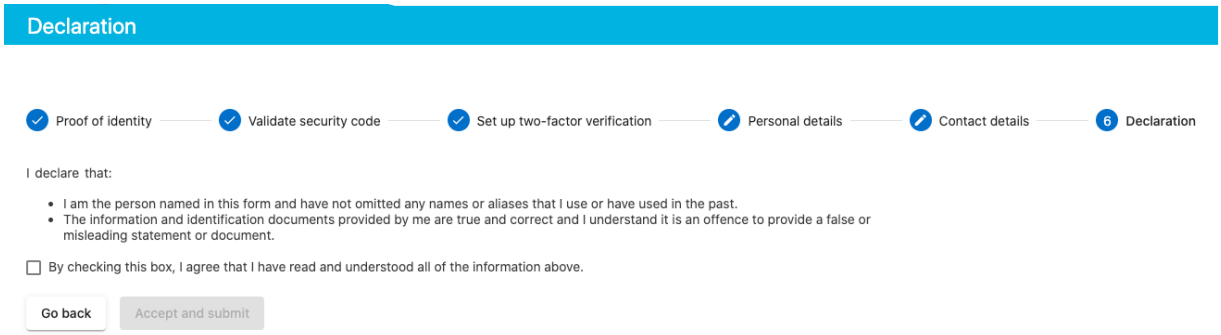



## 7. Contact Details

Complete this section with your postal address, phone numbers and email confirmations

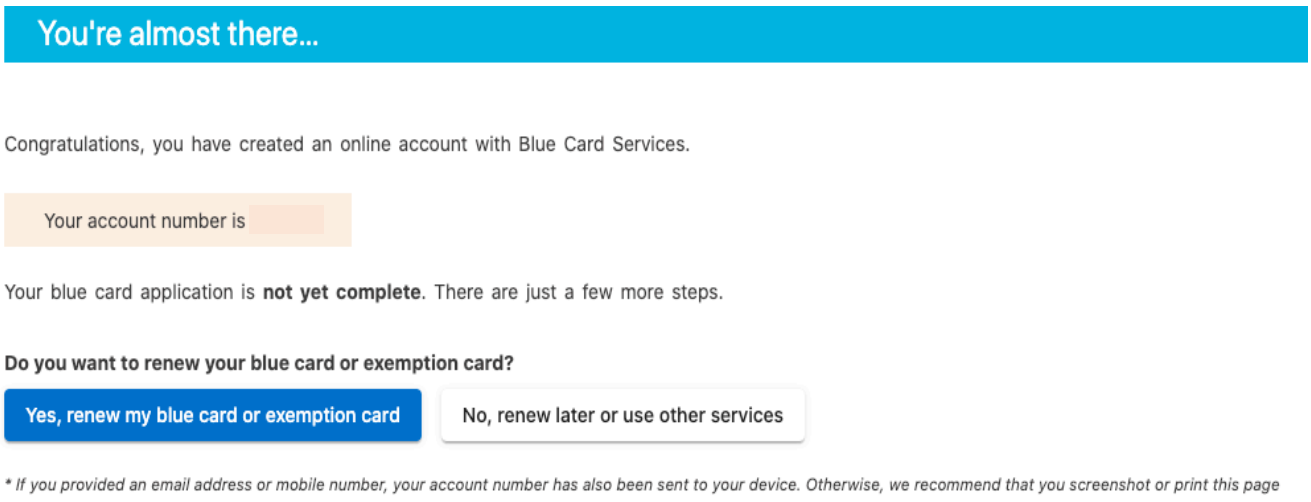


## 8. Declaration




## 9. Account Number

Take note of your account number. From here you can renew your blue card straight away or use the other services (this will take you to the portal – see below).

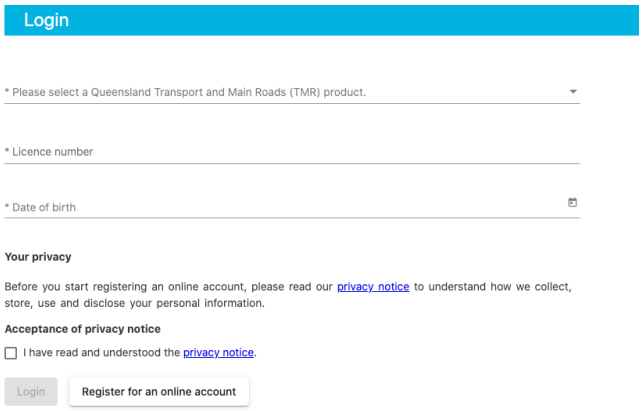


# APPLICANT PORTAL ACCESS

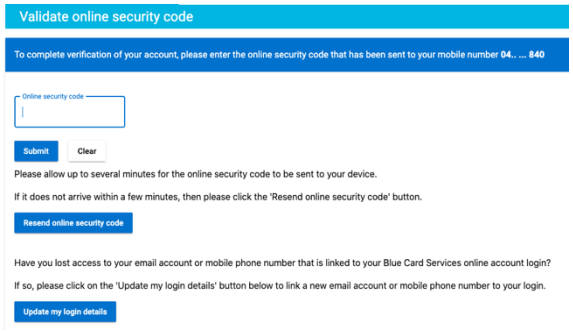
Once you have registered your blue card account, you can login to renew your blue card or access other services. Follow the steps below to login.

1. **Go to Blue Card Services website by clicking on the link below**
   https://my.bluecard.qld.gov.au/login

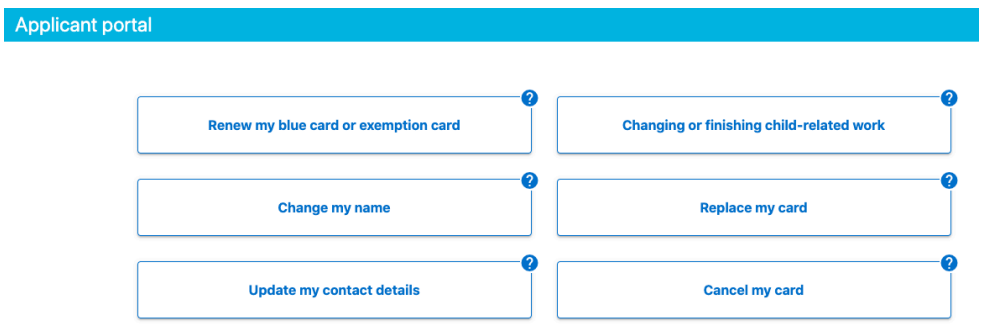
2. **Login**
   Here you will need your TMR product (i.e. Licence)




3. **Online Security**




4. **Applicant Portal Access**
   You can now access your portal. Renew your blue card, change your details, replace your card or cancel your card.



# BLUE CARD APPLICATION OR RENEWAL

Follow the steps below to renew your blue card using the online portal.

## BEFORE YOU START

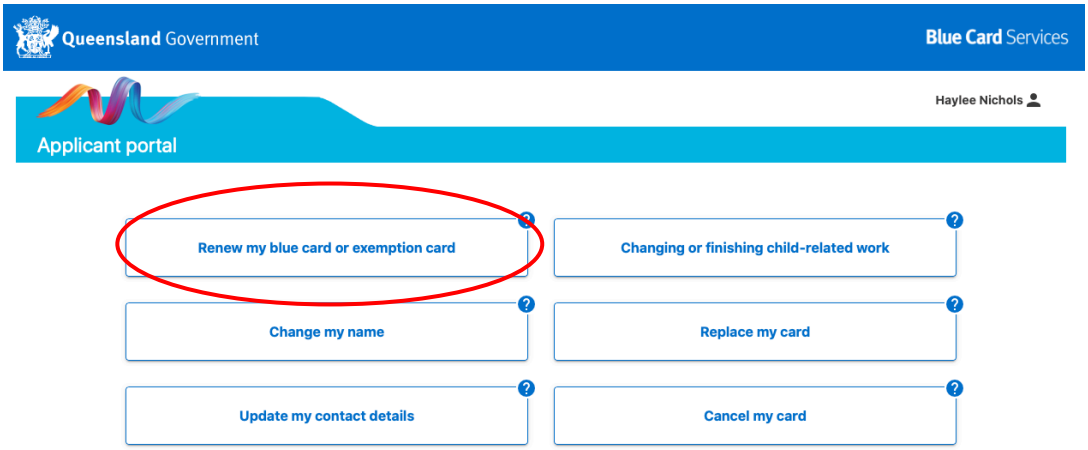
Once you have created an account, please email your account number, blue card number and date of birth OR for an exemption card; your date of birth and blue card exemption number to Haylee (haylee@eastside.org.au).

It is important this is complete **BEFORE** the renewal or application of your blue card commences. Once this is done, please follow these steps.

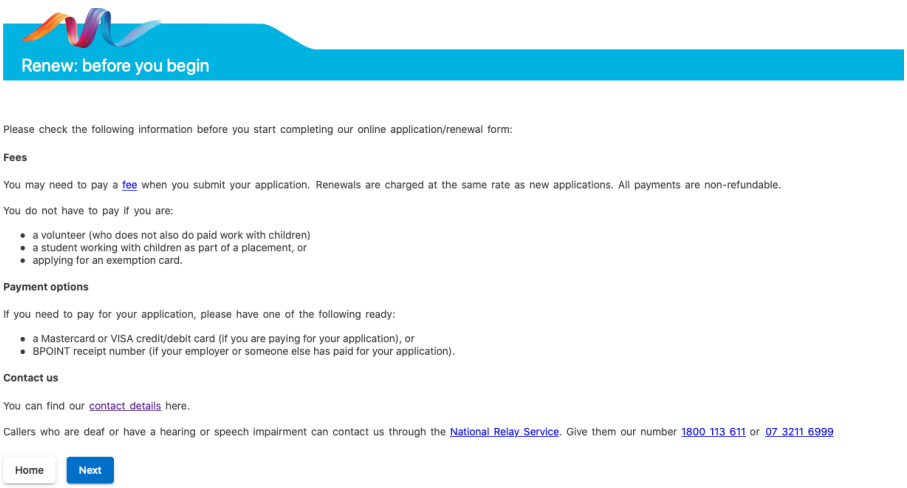
1. **Follow applicant portal access instruction**

2. **Renew Blue Card**

   Click on the renew my blue card or exemption card button

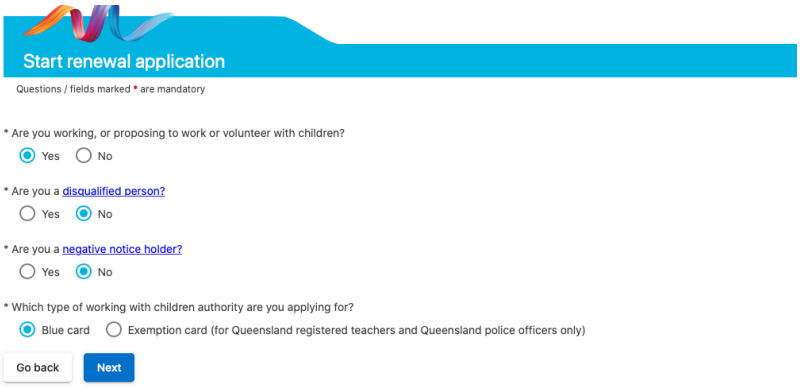



3. **Information before you begin**



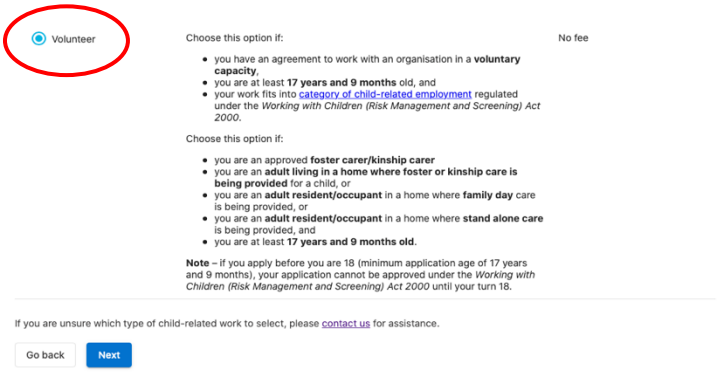
## 4. Start Renewal Application

Complete the questions to begin your application.



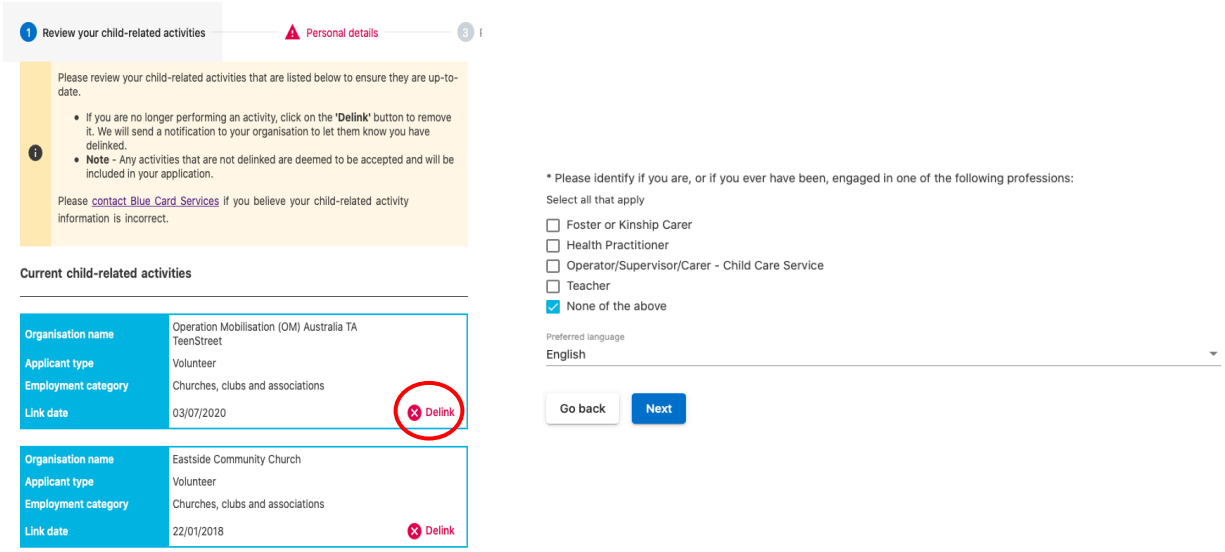

## 5. Choose your card option

Most people will either be volunteer or exempt. Select the appropriate option. You will most likely be a volunteer if applying through Eastside.



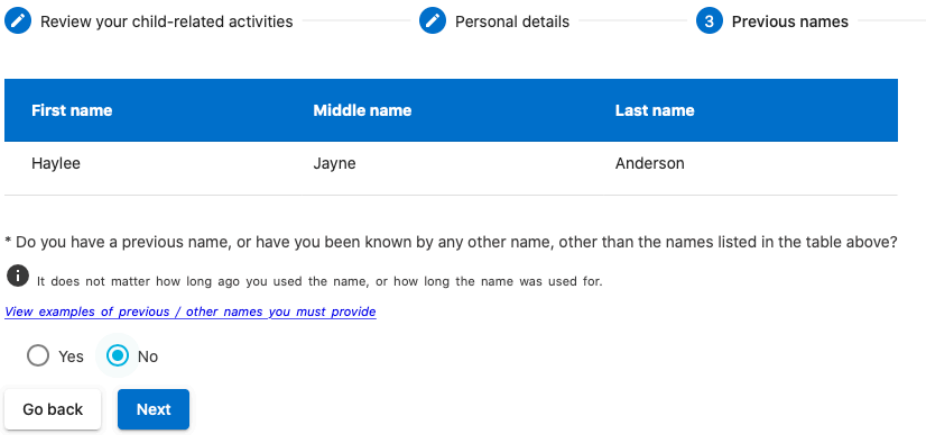

## 6. Review child-related activities

All the organisations that your card is linked with will be available. Check they are all correct and de-link any that aren't applicable.

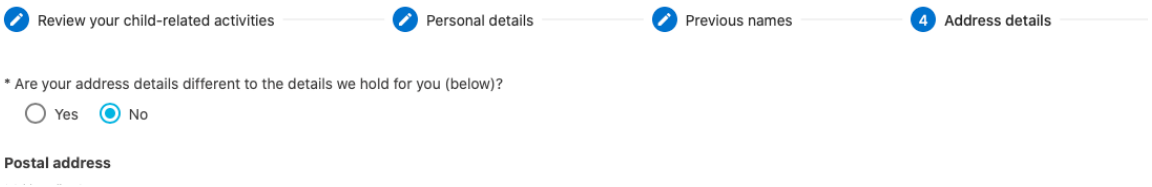


## 7. Personal Details

Complete your personal details, ensuring you have stated any previous names you may have been known as.




## 8. Review your address details

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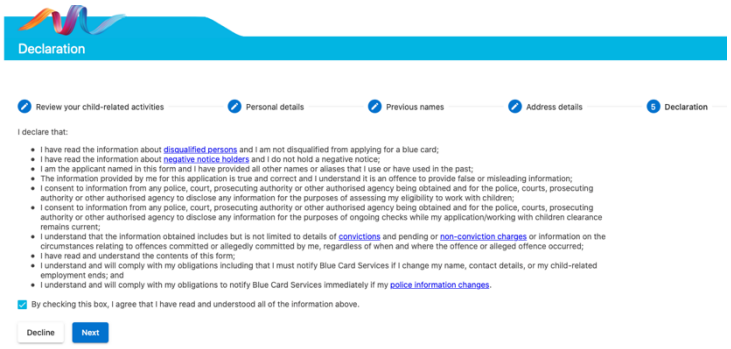
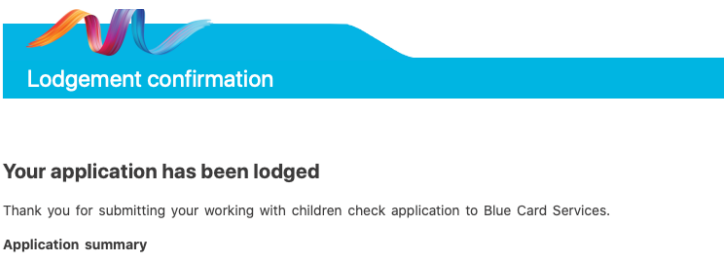



## 10. Lodgement Confirmation

Look out for an email confirmation of your application.