



AMENDMENT TO EMPLOYER REGISTRATION DETAILS

An easier way? Complete this form online at check.kids.nsw.gov.au

Current Organisation Details:

Employer ID number _____

(all WWCC corres.): _____

Name: _____

- Amend Reason: Our details have changed
 New owners
 Closure of business

If your details have changed as a result of change of ownership, please attach a copy of the first page of the contract transferring ownership.

New Details:

Name: _____

Address:

Address Line 1: _____

Address Line 2: _____

Suburb/Town: _____ State: _____ Postcode: _____

Country: _____

Different Authorised Person(s):

- I'd like to: Add this person
 Delete this person

Title: _____

Name: _____

Position: _____

Phone: _____

Fax: _____

Email: _____

- I'd like to: Add this person
 Delete this person

Title: _____

Name: _____

Position: _____

Phone: _____

Fax: _____

Email: _____

My Details:

My name: _____

My position: _____

Signature: _____

Date: _____

What should I do next?

Once you have completed your details, you will need to sign the printed form and send (fax or scan and email) to the appropriate Approved Screening Agency. You may also wish to retain a copy for your records.

Screening Unit:

Contact the Commission for Children and Young People on 9286 7219 if you cannot identify the appropriate Approved Screening Agency.

- NSW Department of Education and Training (public education sector)
FAX - 9836 9222, EMAIL - esumail@bkesu.det.nsw.edu.au
- NSW Department of Health (health sector)
FAX - 9391 9795, EMAIL - esru@doh.health.nsw.gov.au
- Catholic Commission for Employment Relations (Catholic system services)
FAX - 9267 9303, EMAIL - enquiry@ccer.catholic.org.au
- Commission for Children and Young People (all other services)
FAX - 9286 7201, EMAIL - check@kids.nsw.gov.au