

## Circular

<b>Title:</b> Blue Card Application Forms – Update
<b>Document ID:</b> 12.02.18
<b>Department:</b> Membership Development/ Admin & Compliance
<b>Audience:</b> Club/ Branch Administrators/ Registrars; All Staff
<b>Summary:</b> This Circular will outline the changes to Blue Card Applications on how to access forms from Blue Card Service website
<b>Date:</b> 31 January 2018

Blue Card Services have advised that they have taken the first step towards an online form, with the launch of a new form which allows applicants to click through to complete. The form has built-in smarts to make sure all the information they require is provided on the first go.

### Key information regarding the changes:

- Application forms for common Blue Cards can now be made using either
  1. The current printed form; or
  2. via a click through form that can be populated online, downloaded and printed
- This has no impact on any applications currently in progress
- The current forms in circulation in Clubs, the SLSA Portal and SLSQ App, are still current
- No new forms have been released since 1 July 2017.

The new online option purely concerns **how the Blue Card Application form is populated before being printed**. It is still a requirement that the printed form, regardless of how it is populated, be presented to the Club Administrator or designated officer, for verifying the applicant's identification.

### Which forms are now available as an online click-through to complete?

The new online method of preparing your application can be used to complete the following forms:

- Blue Card (BC)
- Blue Card Business (BCB)
- Exemption (E)
- Exemption Business (EB)

### Additional steps required when choosing the online click-through form

At this stage, the new form does not have the functionality to pre-fill or save SLSQ's organisational details. In order for a Surf Life Saving member or staff to complete the online process, they will need to input the details below into the click-through form before downloading and printing the form:

To start a online click-through form [click here to begin your blue card application form](#)

When asked to select the relevant child-related activity you are performing, **select Churches, clubs and associations (option 3)**.

Applicant are required to input the following details when completing the 'Organisation Details' section on the online form:

<i>Name of organisation</i>	Surf Life Saving Queensland
<i>Organisation ID number</i>	85968
<i>Organisation address</i>	18 Manning St
<i>Town, city or suburb</i>	South Brisbane
<i>State</i>	QLD
<i>Postcode</i>	4101

#### Surf Life Saving Queensland

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<i>Country</i>	Australia
<i>Contact person's name</i>	Mr John Brennan
<i>Contact person's position</i>	Chief Executive Officer
<i>Contact person's phone</i>	07 3846 8000
<i>Contact person's email</i>	<a href="mailto:jbrennan@lifesaving.com.au">jbrennan@lifesaving.com.au</a>

Alternately, to download the SLSQ pre-filled paper forms please follow these instructions:

- Go to the Members Portal <https://portal.sls.com.au> and sign in or create an account
- Click on the 'Library' tab
- In the 'Member and Club Development' folder open the 'Member Protection' folder
- Open the 'QLD' folder
- Click on the required forms as above, and download.

Once downloaded:

Bring the completed Blue card application to the Club Administrator or designated officer, for verifying the applicant's identification and for on-forwarding to SLSQ to process.

More information:

Blue card information is accessible via the PSBA website: <http://www.bluecard.qld.gov.au/> (refresh your browser if you have visited this site previously).

Questions in relation to populating the organisation details section of the online form should be directed to Karen Degnian, Administration Assistant, Surf Life Saving Queensland - ph. 07 3846 8049 or [kdegnian@lifesaving.com.au](mailto:kdegnian@lifesaving.com.au)