

For existing Working with Children Check card holders

## Adding an organisation onto your Working with Children Check

### Clergy/employees

Your WWCC card needs to be linked to the Anglican Diocese of Bendigo to ensure that if there is any information pertaining to your eligibility for a WWCC, all employers/volunteer organisations are notified.

Our records show the Anglican Diocese of Bendigo is not one of the organisations registered on your WWCC. You may list as many organisations as you volunteer/work for on the register.

Instructions on how to amend your details on the WWCC are given below. It should only take you a couple of minutes to complete. All you need is your WWCC card.

Once you have changed your details the Department of Justice will send a letter to the PS Administration team advising them of the change.

Please complete this change upon receipt of this letter.

1. Log on to [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)
2. On the top right hand side of screen click on **MyCheck Login**
3. If you are an existing user log in using your email address and password
4. If you are not an existing user you need to register. Click on **I want to register** and follow the instructions (will only take you two minutes)
5. Once you are logged on click on **Change my details** on the left hand side
6. Scroll down to **Organisation details**
7. Click on **Add an organisation**
8. Fill in for the Anglican Diocese of Bendigo:

Organisation name: **Anglican Diocese of Bendigo**

Address: **C/- PS Administration  
PO Box 401  
MONT ALBERT VIC 3127**

Phone: **03 9416 1008**

This address ensures that any correspondence from the Department of Justice goes directly to the Office of Professional Standards rather than the Registry and is hence managed independently and remains confidential.

### What if I don't have internet access?

Phone 1300 652 879 and speak to the Working with Children Check Customer Service Line to update your details.

### Contact

Sarah Crutch

[authorisations@bendigoanglican.org.au](mailto:authorisations@bendigoanglican.org.au)

03 5443 4711