



# New Blue Card Application Process

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As at 31 August, 2020

Blue Card Services have introduced a new and more streamlined process (commencing 31 August 2020) for anyone applying for a blue card. To apply for a blue card, students must follow these three steps:

1. Have a [customer reference number](#) (CRN) from the Queensland Department of Transport and Main Roads (TMR).
2. [Register for an online account](#). This is how Blue Card Services verifies identity and obtains the photo for the card.
3. Apply for their blue card using the [online applicant portal](#).

In line with our commitment to 'make life easier for teachers', the Binnacle Team has already commenced adapting our 2021 Sport & Fitness Certificate Program resources in order to best support our teachers and students undertaking this new process. Please see below information to assist with each of these three key steps.

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## **STEP 1** – HAVE A [CUSTOMER REFERENCE NUMBER](#) (CRN)

Students must have a CRN before they can begin to apply for a Blue Card. This is the 9-digit number on a driver licence.



If students do not hold a current learner licence, driver licence or photo identification card (issued by TMR), they will be required to go to their nearest Department of Transport and Main Roads (TMR) [service centre](#) and let them know they are applying for a blue card and require a CRN. To get a CRN, students must:

- take their [3 acceptable identity documents](#) to prove their identity (students must show proof of address on at least 1 identity document);
- let the staff take their photo; and
- wait for the email confirming their CRN and keep it in a safe place (TMR may also verbally let students know of their CRN).

Students will need the CRN to register for an online account and apply for their blue card.

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## **STEP 2 – REGISTER FOR AN ONLINE ACCOUNT**

This is how Blue Card Services verifies identity and obtains the photo for the card. This includes a proof of identity, personal details, contact details and declaration section.

Once registered, students will receive an 'account number'. This number will need to be entered into the Blue Card Status section on the student's Binnacle profile. This will enable their account to be linked to Binnacle Training (a legislative requirement).

This 'linking' process must be completed by Binnacle before students can apply for their (free) student blue card.

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## **STEP 3 - APPLY FOR THEIR BLUE CARD USING THE [ONLINE APPLICANT PORTAL](#)**

Students will complete a basic questionnaire confirming they are proposing to work or volunteer with children (as part of their VET Certificate).

Students will be prompted to select the type of child-related work they will be performing. They must select 'Student Placement' in order to obtain the (free) Student Blue Card required for their VET Certificate.

If at this point they are unable to proceed, this means 'Step 2' (per above) is yet to be carried out. Please contact Binnacle Administration if unable to proceed and Step 2 has been carried out.

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**For more information, please view the following links:**

**[APPLY FOR A BLUE CARD](#)**

**[CHANGES TO THE BLUE CARD SYSTEM FROM 31 AUGUST 2020](#)**