

Renewal Information for State Clearance Holders

On 1 February 2021 a new screening system for the disability sector started in Queensland. This included screening for workers providing state-funded disability supports and services outside the NDIS. We call this a Queensland disability worker screening check.

Examples of workers who need this check are Queensland Government staff who provide services for people with disability and Queensland Government funded disability advocacy services.

Queensland disability worker screening clearances are valid for three years. This means the first clearances issued will begin to expire from 1 February 2024.

Who is eligible to renew?

Workers who hold a Queensland disability worker screening clearance can submit a renewal application up to 90 days before the clearance expires. Renewal applications received earlier than this will not be accepted.

You only need to renew your clearance if you are still providing state-funded disability supports and services.

Do I need to renew my Queensland Disability Worker Screening clearance if I already have a valid NDIS Worker Screening clearance?

No. If you have linked all your current employers to your NDIS worker screening clearance, you don't need to renew your Queensland disability worker screening clearance. You can use your NDIS worker screening clearance to do state disability work.

How do I apply to renew?

The quickest and easiest way to renew your clearance is to log into the [worker portal](#) and complete the application online. Information on how to do this is in the [Worker Portal User Guide](#). This guide steps workers through the process and is the fastest way to get help.

Workers who don't have online access can apply to renew their clearance using a manual form.

When can I apply to renew?

You can apply to renew up to 90 days before your clearance expires. Renewal applications received earlier than this will not be accepted.

Does my employer need to verify my renewal application?

Yes. Your nominated employers will need to verify your renewal application through the Queensland Employer Portal.

Can I work while my renewal application is processed?

You must have a valid renewal application submitted to continue working after expiry of your existing clearance. Once your application is submitted, it is not valid until it has been entered into our system, payment has been made and your employer has verified the application.

My clearance has already expired, can I submit a renewal?

No. If your clearance has already expired, you need to apply for a disability worker screening clearance. You must also cease work immediately until you have been issued with a clearance. Penalties for non-compliance may apply.

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What if I am eligible to renew my clearance but I need an NDIS worker screening check?

You can still renew the same way, although we will determine the type of clearance to issue based on the employer you enter on your application. If you have a valid renewal application submitted before your clearance expires, you can keep doing state-funded disability work while your application is processed. You must wait until your NDIS worker screening clearance is issued before you can work for a registered NDIS provider in a risk assessed role.

What if I need a blue card too?

You can apply to renew your Queensland disability worker screening clearance and apply for a working with children check (blue or exemption card) at the same time for one fee. You must indicate on your application you are applying for a combined application.

How much does it cost?

The following application costs apply:

- Queensland disability worker screening renewal application for paid workers: \$103.40
- Combined Queensland disability worker screening renewal application and blue card application for paid workers: \$118.40
- Volunteer applications: Free




When do I receive my new card?

Once your renewal application is approved you will receive email confirmation. Your new clearance card will be posted to your nominated address following the expiry of your previous card.

Your new clearance card will be valid for 3 years from the expiry of your previous card.

Need help?

The easiest and quickest way to get help is by reading through our detailed fact sheets and user guides or accessing the Worker Screening [website](#).

-  You can change your details or apply for a replacement card by logging on to the worker [portal](#).
-  Contact the Queensland Worker Screening Unit on 1800 183 690.
-  Email workerscreening@dssatsip.qld.gov.au and a response will be provided as soon as possible.