

## Ochre Card Applications for visiting pastors



Thank you for your upcoming service in the Northern Territory.

All pastors providing locum services within the Territory must obtain a NT working with children (WWC) clearance prior to commencing any ministry across the border.<sup>1</sup>

While you may already have a working with children check from another state or territory, this will not be valid in the Northern Territory.

We recommend that you apply for your WWC clearance **one month before** you plan to arrive as processing can take up four weeks. If you are unable to apply four weeks prior to commencing work in the Territory, please contact the SA-NT District Office for more details on the next steps to take.

The SA-NT District recommends that all applications are completed online as this will be the fastest application method. If you are unable to complete this online, applications can also be submitted by post or in person.

To apply online go to <https://forms.pfes.nt.gov.au/safent/>.

Please note the following about the application process prior to starting your application:

- Online applications cannot be saved and must be completed in one sitting
- Costs apply for all applications – pastors are responsible for payment; this is not covered by the District
  - \$74.00 for employees
  - \$7.00 for volunteers
    - To qualify as a volunteer, the applicant must fill out an Ochre Card Concession form and this must be signed by the District prior to submission
- Applicants will require the following for their application:
  - Debit or credit card
  - Email address and internet access
  - Australian residential and postal address
  - Electronic copies of their identity documents
    - Recommended documents are passport or birth certificate or Australian citizenship certificate AND an Australian Drivers Licence
  - A passport sized photo
    - Photo must be clear, light background, high resolution showing the applicant's face, hair and shoulders
    - All documents must be in jpg or PDF format
- **Uploading ID** must be done in this order
  - Select the ID type from the drop-down box (left hand side of the screen)
  - Click browse in the next field and select the file which needs to be added
  - Click Upload (next to the browse section)
  - Click Okay (the on the right hand next to the screen, next to Cancel)
  - Complete this process for all ID before clicking 'Next' at the bottom of the page

For more details visit the Safe NT [website](https://forms.pfes.nt.gov.au/safent/) or contact Safe NT on 1800 723 368 or via [safent.police@pfes.nt.gov.au](mailto:safent.police@pfes.nt.gov.au).

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<sup>1</sup> A Northern Territory working with children (WWC) clearance is also known as an Ochre Card. This is the equivalent of a Working with Children Check from other jurisdictions, but is only applicable within the Territory.