

Fees and Payment Options

Version 4.2 01/07/2024

Important information about fees

Before you apply:

- ✓ Check with your employer about the type of disability worker screening application you need
- ✓ Check you are eligible to apply [here](#)

Please be aware - **once you have made payment, a refund will not be provided to you.** This means it is important to ensure you are eligible to apply, make the correct type of application and pay the correct fee.

The fees listed below are current as of 1 July 2024 and are subject to change.

How much will my NDIS Worker Screening check cost?

NDIS Worker Screening Clearance		
Type of clearance	Cost	Validity
NDIS worker screening only (paid worker)	\$147	5 years
Combined NDIS worker screening and Blue Card (paid worker)	\$162	5 years
NDIS worker screening only (volunteer)	No Fee	5 years
Combined NDIS worker screening and Blue Card (volunteer both)	No Fee	5 years
Combined NDIS worker screening (volunteer) and Blue Card (paid worker)	\$15	5 years

How much will my Queensland Disability Worker Screening check (state check) cost?

Queensland Disability Worker Screening Clearance		
Type of clearance	Cost	Validity
Queensland disability worker screening only (paid worker)	\$103.40	3 years
Combined Queensland disability worker screening and Blue Card (paid worker)	\$118.40	3 years
Queensland disability worker screening only (volunteer)	No Fee	3 years
Combined Queensland disability worker screening and Blue Card (volunteer both)	No Fee	3 years
Combined Queensland disability worker screening (volunteer) and Blue Card (paid worker)	\$15	3 years

What if I need both a Disability Worker Screening Clearance and a Blue Card?

If you require a disability worker screening check (NDIS Worker Screening or Queensland Disability Worker Screening) and a working with children check (Blue Card or exemption card), you can apply for both at the same time for one fee. The tables listed above show the fees for combined applications.

Do I need to pay if I'm a student?

Students on unpaid work experience are considered 'volunteers' for the purpose of applying for a disability worker screening check which means there is no fee.

What if I'm applying to change from volunteer to paid employment?

The fee to transfer from volunteer to paid employment is calculated on a pro rata basis and depends on the time you have left on your current volunteer card. **Your new paid card will be issued with the same expiry date as your volunteer card.**

When applying online, the fee amount will be calculated automatically based on the time you have left on your current volunteer card.

Volunteer to Paid Employment application	
Type of clearance	Cost
NDIS worker screening – more than 4 years validity on current volunteer card	\$147
NDIS worker screening – between 3 to 4 years validity on current volunteer card	\$117.60
NDIS worker screening – between 2 to 3 years validity on current volunteer card	\$88.20
NDIS worker screening – between 1 to 2 years validity on current volunteer card	\$58.80
NDIS worker screening – less than 1 year validity on current volunteer card	\$29.40
NDIS Worker Screening – application in progress	\$147
Queensland disability worker screening – more than 2 years validity on current volunteer card	\$103.40
Queensland disability worker screening – between 1 to 2 years validity on current volunteer card	\$68.85
Queensland disability worker screening – less than 1 year validity on current volunteer card	\$34.45
Queensland disability worker screening – application in progress	\$103.40

Important Reminder

When applying to change from volunteer to paid employment you:

- ✓ **Must return your volunteer card** (regardless of the card type) **within 14 days after receiving your new paid card** or penalties may apply.
- ✓ **Must also contact [Blue Card Services](#)** to notify them of a change from volunteer to paid status for child-related employment.

What are my payment options?

There are three options to make your disability worker screening payment.

- ✓ Credit/debit card using BPOINT online
 - If you are applying online, you will need to enter your credit/debit card details in the payment section. Once your payment has been finalised via BPOINT, you will be emailed a payment receipt and returned to the worker portal. A pop-up message will then confirm your application is complete.
 - If you are applying through a manual application form, you can pay by credit/debit card using the BPOINT online link <https://www.bpoint.com.au/pay/communities> and follow the instructions on the application form.
- ✓ Bank cheque or money order
 - Please make it payable to **Department of Child Safety, Seniors and Disability Services** and follow the instructions in the payment section of the worker portal or manual application form.
 - Ensure your payment amount is correct and the cheque/money order is written correctly to avoid delays in processing.
 - To help us allocate the payment to your record, please include:
 - your full name
 - Department of Transport and Main Roads customer reference number (CRN found on your driver licence, photo identification card or adult proof of age card)
 - Your application will not be complete until your bank cheque or money order is received and processed by the Worker Screening Unit.
- ✓ Defer payment to your employer or nominated third party
 - If you have an arrangement with a third party to pay for your application, select the deferred payment option and follow the instructions on the worker portal. A link will be sent to your third party to allow them to make a payment via BPOINT online.
 - Your application will not be complete until the third party payment has been received and processed by the Worker Screening Unit.
 - If you are completing a manual application and a nominated third party has paid, please ask them for the receipt number so you can add this with your application form.

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](#).



Contact the Queensland Worker Screening Unit on 1800 183 690.



Email workerscreening@dssdsatsip.qld.gov.au and a response will be provided as soon as possible.