

SLSQ Circular

No: 56.05.13

To: SLSQ Staff
SLSQ Officers
SLSQ Advisors
All Branches and Clubs

CC: Zoe Ballarin – State Administration Officer

From: Brenda Lofthouse – Membership Development Manager

Date: 3 May 2013

Subject: SLSQ Fill and Print Blue Card Applications

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Surf Life Saving Queensland is participating in a trial of “Fill and Print” Blue Card Applications in conjunction with the Commission for Children, Young People and Child Guardian. This trial is the first step towards the Commission creating a web-based service, which will allow people to complete certain sections of the application form online.

“Fill and Print” Blue Card Applications Purpose

All SLSQ members will be able to access the online “Fill and Print” Blue Card applications when they are applying for a new, renewal or exemption card. As this is a trial only, members will also be able to complete the form manually, as per the existing SLSQ Blue Card Process. The aim of the trial is twofold: to minimize the need to *request further information* from applicants therefore reducing unnecessary delays when processing blue card applications; and it is a step towards the process moving online.

Important Information

- You must have access to the internet and a printer to complete the process.
- You must access the form directly via the Commission’s webpage link and you will need to print your form at the end of step 12. It is important to note that the “Fill and Print” blue card application is simply a way of recording information that is legible, easy to understand, and automatically manages the exclusion of information which may otherwise be left off a handwritten form eg. Middle names.
- You will not be able to submit your application online.
- You must print the application once the 12 steps have been completed. You cannot save the application to come back to at another time.
- Once the application has been printed you will need to follow the current SLSQ blue card verification procedures – submitting the printed form and relevant ID for sighting and endorsement by the authorized Club representative.

“Fill and Print” Process

There are 12 steps to completing the “Fill and Print” application, which will take approximately 5 minutes. At no time can the program be closed down and resumed – the application will need to be completed in one sitting and it will time out after approximately 30 minutes. A “Fill and Print” Information Guide for blue card applications is available for members with a step-by-step procedure on completing the

application in this way. The process itself is self-explanatory once you click on the link below it will walk you through the questions, and help is available throughout. Most members won't need to use the Information Guide at all.

"Fill and Print" Application

The "Fill and Print" blue card application form can be accessed directly via the following link: <http://www.ccypg.qld.gov.au/fill-and-print/fill-and-print.html#SLSQ>, alternatively the link can be found on the SLSQ website, under *Blue Card Screening* (<http://www.lifesaving.com.au/default.asp?contentID=833>). If you don't use this direct link you may need to enter the unique organization code for Surf Life Saving Queensland, which is **85968SLJB**, if you have accessed the webpage via the direct link above this will be pre-filled.

Further Assistance

If you require further assistance please refer to the *SLSQ Fill and Print Information Guide for Blue Card Applications* via the SLSQ website under *Resources* (<http://www.lifesaving.com.au/default.asp?contentID=770>) or contact Brenda Lofthouse - SLSQ Membership Development Manager on 07 3846 8111 or Zoe Ballarin - SLSQ State Administration Officer on 07 3846 8030.

If you are experiencing technical difficulties in relation to the "Fill and Print" service please contact the Blue Card Contact Centre on 07 3211 6999 or 1800 113 611 (free call).

Kind regards,

BRENDA LOFTHOUSE

Membership Development Manager