



APPLYING FOR A VOLUNTEER WWCC

If you do not have a WWCC, or your WWCC has expired, the application process is quite simple, and also free of charge. The steps are as follows:

1. Visit the Victorian State Government Justice and Regulation Department website by [clicking here](#).
2. Click on *Start Application* at the bottom of the page. You are applying for a Volunteer WWCC.
3. When prompted to enter details on the Organisation Details page, complete the details as below:

Organisation name: TRINITY GRAMMAR SCHOOL KEW

Postal address: 40 CHARLES STREET, KEW VIC 3101

Phone: 03 9854 3600

Occupational fields

46 Educational - non-government schools (all primary, secondary, technical and special schools)

Occupational type

VOLUNTEER

4. Once you have completed this process, you will receive an email with instructions on how to finalise your application at Australia Post.
5. Visit a participating Australia Post outlet to have your photo taken (at no charge to you). The outlets which are closest to Trinity can be viewed by [clicking here](#).
6. Once you have received your WWCC (or if you already have a WWCC but haven't provided it to us), please forward a copy to the Community Relations Office via email to HUDSONHOUSE@TRINITY.VIC.EDU