



Completing a NDIS Worker Screening Check in DoTDirect (WA)

1. Log in to DoTDirect

- Go to your DoTDirect account.
- If you don't have one, create it using your WA driver's licence details.

2. Select "NDIS" from the top menu

- Once logged in, a new tab appears in the top toolbar labelled **NDIS**.
- Click it to start the Worker Screening application.



- Click on ‘Apply for a NDIS worker screening check’
- Tick ‘I have read and understood the information provided in the application guide’
- Tick ‘I understand and agree to the following:’
- Click on ‘Start application’

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NDIS Worker Screening application

NDIS Worker Screening application

Before commencing your application, you need to read the important information in this guide.
[View NDIS Worker Screening guide.](#)

I have read and understood the information provided in the Application Guide.

Once the application is lodged you will need to:

- Attend a DTMI Service Centre with your original proof of identification documents listed in your application form; and
- Pay the application fee.

Click [here](#) to find your nearest centre.

Consent and indemnity

I understand and agree to the following:

- I consent to my personal information collected under a Road Law (Road Traffic (Administration) Act 2008, Road Traffic (Authorisation to Drive) Act 2008, Road Traffic (Vehicles) Act 2012, Road Traffic (Vehicles) (Taxing) Act 2008) being used and supplied by the Department of Transport and Major Infrastructure (DTMI) to the Department of Communities for the purposes of applying for or renewing an NDIS Worker Screening Check;
- I consent to my identity document information being checked with the document issuer, official record holder or other external data sources via third party systems for the purpose of confirming my identity;
- I acknowledge that DTMI is not performing the process of assessing the applications for NDIS Checks, including undertaking Nationally Coordinated Criminal History Checks, but is only assisting the Department of Communities by making its resources available for the collection of relevant information; and
- I indemnify the DTMI and the Department of Communities from any damages arising whatsoever from the provision, sharing and disclosure of the disclosed personal information.

→ Start application × Cancel

- Complete all areas below, then click on ‘Next’

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Applicant details Contact details Employment details Self-disclosure questions Identification Review & complete

Contact details

Note that the details you enter on the NDIS Worker Screening application will not update the corresponding details on your DoT Direct profile.

Primary contact number: [input field]

Mobile number: [input field]

Email: * [input field]

Current residential address

Overseas address

Unit/street number and street name: * [input field]

Suburb: * [input field]

Postcode: * [input field]

State: * [dropdown menu]

Residing from: * [input field]

Current postal address

Same as residential address

× Cancel ← Back → Next

Complete all areas below

- Nominated employer registration ID: 4-4331-740
- Type of employment: Paid Employment (Fee: \$145.00)
- Employment address: 84 Drayton Road HARRISTOWN, QLD, 4350
- Then click on **NEXT**



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NDIS Worker Screening application

Applicant details Contact details **Employment details** Self-disclosure questions Identification Review & complete



Employment details

Nominated employer registration ID number: *

Enter number including any special characters e.g. hyphens.

Type of employment: *

Paid Employment (Fee: \$145.00) ▾

Employment address:

Overseas address

Unit/street number and street name: *

2 or 2a or 2/22 HILL STREET

Suburb: *

Postcode: *

State: *

▾

- **Complete all areas below and click on ‘Next’**

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Self-disclosure questions

Are you currently suspended, or have you ever been refused, barred, excluded or disqualified following an application for an NDIS Worker Screening Check, Working With Children Check, Working With Vulnerable People Registration and/or working with people with a disability check (or equivalent) in any state or territory in Australia? Yes No

Have you ever been convicted or found guilty of any of the following, or equivalent, offences in a country other than Australia? Yes No

- murder, attempted murder, or manslaughter
- serious or aggravated assault
- rape, bestiality, sexual assault, or incest
- aggravated robbery
- child pornography offences
- abduction, kidnapping, human trafficking, or slavery
- drug trafficking and drug dealing
- neglect or ill-treatment of a child or vulnerable person
- fraud, deception, or forgery involving a child or vulnerable person
- treason/treachery, terrorism, genocide, mutiny, or espionage
- animal cruelty causing an animal serious injury, harm, or death

Have you ever been subject to an investigation by any government agency anywhere in Australia that involved allegations of abuse or neglect of a child in your care that resulted in restrictions regarding your contact with that child or other children (including removal of a child/children)? Yes No

Have you ever had any workplace misconduct findings against you, or are you subject to a current investigation in relation to: Yes No

- violent behaviour or assault
- indecent or sexual behaviour or misconduct
- fraud, deception or theft
- failing to provide care for a vulnerable person such as a child, elderly person or person with disability, resulting in their injury or an associated loss?

Cancel Back **Next**

- Select **'Identification fields'** that apply.
- Please ensure that all identification fields are completed exactly as they appear on your official identification documents (e.g., passport or driver's licence), **including spelling, order of names, and capitalisation**. Then click on 'Next'.





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Identification

Note that you need to enter the information that appears on your selected identity documents. It's important you enter your details exactly as they appear on the document.

You need to provide identification documents when applying for NDIS Worker Screening. There are four identity documents that need to be provided from the following categories:

- 1 x Commencement of Identity
- 1 x Primary use in the community
- 2 x Secondary use in the community

The checklists will help you work out what documents are required. Select from the list under each category heading.

Please note:

- All documents must be original - certified copies will not be accepted.
- You must present a physical card or printed document - electronic documents will not be accepted (except Medicare cards in the Medicare Express Plus app).
- If you hold an Australian driver's licence, firearm licence or passport you must provide the document/s details as part of your application.
- **If none of the four documents contains a photograph, you must present a passport style photograph certified by a person listed in Schedule 2 of the Statutory Declarations Regulations 2018 (Cth).**
- All documents must be in your legal name - preferred names will not be accepted.
- If documents using a former name are provided, you must present evidence of the name change in addition to the four ID documents. These can include:
 - Change of name certificate issued by Australian Registry of Births, Deaths and Marriages,
 - An Australian marriage certificate issued by a state or territory (church or celebrant-issued certificates are not accepted), or

Following lodgement of your application you must be able to present to a **DTMI Service Centre** and show the four original identity documents you have nominated, along with evidence of name change and a photograph (if required). Copies of identity documents are not uploaded to DoTDirect.

▼ Commencement of identity

Australian birth certificate (not an extract)

- ACT birth certificate
- NSW birth certificate
- NT birth certificate
- QLD birth certificate
- SA birth certificate
- TAS birth certificate
- VIC birth certificate
- WA birth certificate

Australian citizenship certificate

Australian visa 

ImmICard

Australian passport (not expired)

> Primary use in the community

> Secondary use in the community

> Additional identification

Alternate lodgement

If you are unable to provide the required identity documents or attend a DTMI Service Centre in person you may apply to the NDIS Worker Screening Unit to submit your application via an alternate lodgement method. Approval is granted in exceptional circumstances such as your birth was not registered, you have recently been affected by natural disaster or you live in a regional or remote area. The NDIS Worker Screening Unit may request evidence of your exceptional circumstance.

Request alternate lodgement

× Cancel
← Back
→ Next

- Click on 'Sign and submit form'

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Applicant details Contact details Employment details Self-disclosure questions Identification **Review & complete**

Review & complete

Please complete the following sections before continuing:

- Contact details
- Employment details
- Self-disclosure questions
- Identification

Cancel Back **Sign and submit form**

- On completing the application, "**Your customer number**" and "**Your application number**" will be provided.
- Please note **Next steps** and **Proof of identity documents** are required in person at the DoT office as per below.

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An email has been sent to [redacted] with the details of your submission.

Thank you for creating your online NDIS Worker Screening application via DoT Direct.

Application details

Your customer number is: [redacted]
Your application number is: [redacted]

Next steps

To complete your NDIS Worker Screening application you will need to:

1. **Gather original documents:** Please refer to the list of proof of identity documents you selected with the application. Certified photocopies will not be accepted.
2. **Attend** a DTMI Service Centre with the required documents.
3. **Pay for the required application fee.**
4. **Wait for notification.** Before you commence NDIS work your nominated employer must confirm your application. The NDIS Worker Screening Unit will notify you once this has occurred.

Proof of identity documents

The proof of identity documents you have selected and need to present in person are:

1. WA drivers licence
2. Australian passport (not expired)
3. Medicare card - Green
4. Bank card or credit card