

Carers Register Registration Form



Before you attempt to complete this form, please refer to the Carers Register Administrator's Guide and Carers Register User's Guide, both available from the Office of the Children's Guardian's website at www.kidsguardian.nsw.gov.au.

If you have a question or need help to complete this form, please email the Registration Systems team at carers-register@kidsguardian.nsw.gov.au or call 02 8219 3600.

Overview of the designated agency registration process

Step 1 – Designated agency to complete (parts 1 – 5)

The designated agency must complete parts 1-5 of this form and submit it to the Office of the Children's Guardian (OCG):

- via email: carers-register@kidsguardian.nsw.gov.au

OR

- by post: Registration Systems team, Office of the Children's Guardian, Suite 1, Level 13/418A Elizabeth Street, Surry Hills NSW 2010

Step 2 - Office of the Children's Guardian to complete (part 6)

Upon receiving this form, the OCG will activate the designated agency's registration and record the agency's login details at part 6 of this form.

The form will then be returned to the designated agency.

Step 3 – Designated agency to complete and retain (parts 7 and 8)

Upon receiving confirmation of registration and login details from the OCG, the designated agency is to complete parts 7 and 8.

The designated agency must then keep the completed form and store it in a secure location accessible to the Primary Administrator.

Part 1: Details of person completing this form

Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Title	First name	Last name
Position/Job title:	<input type="text"/>		
Email address:	<input type="text"/>		
Phone:	<input type="text"/>	Mobile:	<input type="text"/>

Part 2: Designated agency details

Registered Business Name (in full):	<input type="text"/>		
Australian Business Number (ABN):	<input type="text"/>	Phone:	<input type="text"/>
CEO/Principal Officer:	<input type="text"/>		
Business address (head office):	<input type="text"/>		
Postal address of CEO/Principal Officer (<u>only</u> if different to business address):	<input type="text"/>		
Website:	<input type="text"/>		

Part 3: Primary Administrator

The Primary Administrator will have access to all functions of the Carers Register as well as responsibility for creating and managing your agency's Carers Register structure (districts/regions and office locations) and user access. The Primary Administrator will also be the OCG's first point of contact for all matters relating to the Carers Register.

Name:

Title

First name

Last name

Position/Job title:

Email address:

Phone:

Mobile:

PLEASE NOTE! Before completing this section, refer to section 2, part 1 of the Carers Register Administrator's Guide, 'Designated agency's structure.'

District:

Region:

Office location/
Program name:

Part 4: Email address to receive Carers Register alerts

The Carers Register will generate a number of alerts, some of which will be for information only but others will require immediate action. Therefore it is advisable to create (or assign) an email address to receive Carers Register alerts and to arrange for proxy access by the appropriate individuals.

Email address:

Part 5: Contact person(s) for exchange of information enquiries

PLEASE NOTE! If you do not fill in this section, the OCG will publish a link to the designated agency's website which must list contact person(s) for exchange of information enquiries.

The person (or position/job title) nominated in this section will be the point of contact for other designated agencies seeking to exchange information as required for the 'other designated agency check.' To nominate more than two people, please make additional copies of this page as required.

For more information, please refer to the Carers Register Administrator's Guide and Carers Register User's Guide, both available from www.kidsguardian.nsw.gov.au. Alternatively call the OCG Registration Systems team on 02 8219 3600.

Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Title	First name	Last name
(and/or) Position/Job title:	<input type="text"/>		
District:	<input type="text"/>	Region:	<input type="text"/>
		Office Location/ Program name:	<input type="text"/>
Email address:	<input type="text"/>		
Phone:	<input type="text"/>	Mobile:	<input type="text"/>

Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Title	First name	Last name
(and/or) Position/Job title:	<input type="text"/>		
District:	<input type="text"/>	Region:	<input type="text"/>
		Office Location/ Program name:	<input type="text"/>
Email address:	<input type="text"/>		
Phone:	<input type="text"/>	Mobile:	<input type="text"/>

Total number of contact persons:	<input type="text"/>
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Part 6: Carers Register Log In Details **(To be completed by OCG)**

Agency number		Primary Administrator Username		Temporary Password	
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Part 7: Designated agency structure (location maintenance)

PLEASE NOTE! Before attempting to complete this part, refer to section 2, part 1 of the Carers Register Administrator's Guide.

This part is to be completed by the Primary Administrator once the designated agency's login details are received.

District		Region		Office location/program name	
1	<i>First district to be created by OCG</i>	1	<i>First region to be created by OCG</i>	1	<i>First office location to be created by OCG</i>
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	
7		7		7	
8		8		8	
9		9		9	
10		10		10	
11		11		11	
12		12		12	
13		13		13	
14		14		14	
15		15		15	

Part 8: Designated agency record of users and access roles

PLEASE NOTE! Before attempting to complete this part, refer to section 2, part 1 of the Carers Register Administrator's Guide.

This part may only be completed by the Primary or General Administrator once the designated agency's login details are received and the agency structure has been completed. To record additional user details, please make copies of this page as required.

User type*		User's full name	Office location/program name(s)	Username	Password
1	Primary Administrator	<i>Details of Primary Administrator to be entered by OCG</i>	<i>Details of Primary Administrator to be entered by OCG</i>	<i>Details of Primary Administrator to be entered by OCG</i>	<i>Details of Primary Administrator to be entered by OCG</i>
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

* **User type** determines the level of access the user has to the Carers Register. Before completing this table, please refer to section 2, part 3 of the Carers Register Administrator's Guide which explains user types and access roles.