NDIS Worker Screening
How to apply

Step 1: Do you need an NDIS worker screening check?

You should ask your employer whether you need an NDIS worker screening check before you apply and complete the eligibility calculator on the worker screening website.

Step 2: Do you have a CRN?

You must have a Customer Reference Number (CRN) from the Queensland Department of Transport and Main Roads (TMR) before you can apply. This is the number on you TMR product such as your drivers license. We use the CRN to confirm your identity. You can find out more information in our fact sheet 'How to get an identity check in a remote community'.

Step 3: Know your payment options

If you are a paid worker you will need to pay a fee when you apply. This can be done online through BPOINT (card payment) or by cheque or money order. You can also defer your payment to your employer or another person but you need to speak to them first.

Step 3: Register for the worker portal

To apply online you must register for worker portal access and complete the online identity check. You can register on the Worker Screening website.

Step 4: Complete the application form

Once you have registered for access to the worker portal you can apply through the online application form on the Worker Screening website. If you don't have online access, call the Worker Screening Unit to apply over the phone or request a paper form to be posted to you.

Once you have completed the application, we will ask your nominated employer/s to verify your application.

Step 5: Decision

The Worker Screening Unit will contact you once a decision is made or if they need more information from you to process your application.

Need help?

The department has staff experienced in working with Aboriginal and Torres Strait Islander peoples. You can call the Worker Screening Unit on 1800 183 690 (free call for landlines) if you have questions or need help or visit the Worker Screening website (https://workerscreening.dsdsatsip.qld.gov.au).

Queensland Government