

ECD REGISTRATION APPLICATION PROCESSING

Tips on how to Review Uploaded Documents

Updated November 2025



Tips on how to Review Uploaded Documents (Staff ID and

Access the Staff List

- Go to the Upload Staff Documents (Step 12/13) section.
- View the list of staff members.
- Click "VIEW" next to the staff member whose documents you need to review.

Open and Review Documents

- Click "VIEW" next to the document you wish to review (e.g., Staff ID, Form 30).
- For Form 30, ensure the employee has consented (complete demographics and signature) to be vetted against the National Child Protection Register.
- If staff member is a foreign national, a Police clearance certificate will be uploaded instead of a form 30. Check that the clearance date and that staff member does not have any crimes against children.
- When reviewing a certified Staff ID, ensure the document is clear, with all details such as the name, photograph, and ID number easily readable. Verify that the ID includes a visible certification stamp, and importantly, confirm that the stamp is dated within the last 6 months.

Approve or Decline Documents

- After reviewing, decide whether to approve or decline the document. Use the "APPROVE" or "DECLINE" buttons.
- Add corrections using the "ADD CORRECTIONS" button if needed.

NCPR Check

- Once the documents have all been approved the application can be submitted for review
- This will trigger a check on the National Child Protection Register automatically and the reviewer will see the results