

Quick Guide — Blue Card steps for guests using Emerald Outstation Accommodation



Anyone **18 or over**, staying as a guest at Emerald Outstation must have a Queensland Blue Card. Below are simple, family-friendly steps to apply and let the school link the application to our organisation so lodging the application can continue. Without a card, you will be asked to leave until you can meet the Government Legislative requirements. **No Card. No Link. No Start.**

1) Apply for a Blue Card (online)

1. Click the Blue Card application page: ([Queensland Government](#))
 2. Complete the online application (**Volunteer**) and **note your application number**. You will also be asked to verify identity (photo ID) as part of the process. ([Publications Queensland](#))
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2) Email the school with your details (so we can link you)

After you lodge your application, email the school administration@caprocksde.eq.edu.au with:

- Your **Full Name**
 - Your **Blue Card application number**, and
 - Your **date of birth** (DD/MM/YYYY).
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3) CapSDE link your application to our organisation

- Once we receive your application number + DOB, the school will **link** the application to our school via the Blue Card organisation portal (this lets the school receive outcome notifications). ([Queensland Government](#))
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4) You'll get an email from Blue Card Services — then continue your application

- After the school links the application, Blue Card Services will send you a notification email confirming the link and any next steps. Follow any instructions in that email to continue or finalise your application. ([Queensland Government](#))
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Processing time (what to expect)

- Most straightforward applications are processed within **28 business days**. If approved, the physical Blue Card normally arrives by post up to **21 days** after approval. Online applications are usually faster. ([Queensland Government](#))

In Short, what the school needs from you (quick checklist)

- ☐ Completed Blue Card application (online).
- ☐ Email to school with: **application number + date of birth**.
- ☐ Keep copies/screenshots of confirmation emails from Blue Card Services.

Important notes & FAQs

- Do guests need the physical card before staying?**
Ideally you should have your application lodged and linked before arrival. The school will check the Blue Card status as required. If you are still waiting for the final card, please contact the school before arrival so we can confirm what's acceptable on a case-by-case basis. ([Queensland Government](#))
- Who must apply?**
Any visitor **18+** who will be a guest staying overnight at Emerald Outstation Accommodation. (This is a child-safety requirement.) ([Queensland Government](#))
- If I already hold a Blue Card:**
Provide your **Blue Card number** and DOB to the school and we will link your current card. You may also be asked to show the card when requested. ([Publications Queensland](#))
- Privacy:**
The school will only use your application number and DOB to link your application and manage child-safety notifications. We will handle your personal information in line with privacy rules.

Problems or questions?

- Contact the School on P: 4931 4800 E: administration@caprocksde.eq.edu.au
- Blue Card Services (official information & applicant portal): Queensland Government Blue Card pages. ([Queensland Government](#))

