

Renewal of NDIS Worker Screening Clearance

When can I renew my clearance?

The first NDIS Worker Screening clearances were issued in February 2021 and will start to expire from February 2026. A worker screening check is valid for **5 years** and can be renewed as early as **90 days before it expires**. Renewing early ensures that your NDIS worker clearance can continue without interruption. Once assessed, the current expiry date of your clearance will be extended by 5 years.

How do I know the expiry date of my clearance?

If you applied for your clearance in the Northern Territory, when your clearance was granted, you received an email from SAFE NT advising you of your NDIS Worker Screening ID and of your clearance expiry date.

If you applied for your clearance in another state or territory, please refer to their local NDIS Worker Screening Unit for more information on how to locate your clearance details.

You can also request this information from your linked employer, who can check through their Provider Portal to the NDIS Worker Screening Database (NWSD). Please note, the Provider Portal is managed by the NDIS Commission. SAFE NT have no access to this system, and we are unable to provide technical support to this system.

What happens if my clearance expires before renewal?

If your current clearance expires before your renewal has been assessed, you may not be able to work in NDIS risk-assessed roles.

The Northern Territory has a **work on application** policy. This means an applicant is permitted to work while their renewal application is being processed **only if these conditions are met**:

- Your renewal application was lodged in the NT;
- Your renewal application is submitted and paid in full before your clearance expires;
- Your renewal application is verified by your employer in the NWSD before your clearance expires.

Make sure that you allow enough time for your application to be reviewed and processed by SAFE NT. We recommend that you submit your renewal application as early as possible, which is 90 days prior to your clearance expiry.



Will I get notified once I can renew?

As the expiry date of your clearance approaches, **you should receive a reminder to renew your clearance** from the worker screening unit in the state or territory that processed the original application. If you applied for your clearance in the NT, you will receive your first reminder notice 3 months prior to your current clearance expiring. Your linked employer will also receive a notification from the NWSD once your clearance is within 90 days from expiry.

If you have changed your email address in the last five years, contact the worker screening unit in the state or territory where you first applied to update your contact information. This includes where your application reminders and other important information will be sent. If you first applied in the NT, call SAFE NT on 1800 723 368.

If you now reside in the Northern Territory – you can submit your renewal through SAFE NT regardless of where your first check was submitted.

How do I apply for my renewal?

You can apply through the [online application form](#). The application process for renewals is almost identical to the initial NDIS Worker Screening Check application. Just like in your initial application, you will have to nominate an **employer who must verify your working relationship**, even if you have not changed employers and are already linked to them. You will also have to provide **valid identification documents**.

Since you already hold a clearance, you will need to enter your **National Worker Screening ID** (also called NDIS Worker Screening ID) when prompted, and a validation code will be sent to the email address used in your initial application. The application form will include some prefilled information (provided in your initial application).

If you have changed your email address, contact the worker screening unit in the state or territory where you first applied to update it. If you first applied in the NT, call SAFE NT on 1800 723 368.

For more information on identity documents requirements and application fees, refer to our webpage on the [NDIS Worker Screening Check](#).

What is my National Worker Screening ID?

The National Worker Screening ID, also called NDIS Worker Screening ID, is an individual ID reference number that was generated against your record in the process of your initial check application. Its format is 8 digits, such as 12345678.

If you applied for your clearance in the Northern Territory, you received an email from SAFE NT advising you of your NDIS Worker Screening ID.

If you applied for your clearance in another state or territory, please refer to their local NDIS Worker Screening Unit for more information on how to locate it.

Your employer should also be able to look up your ID number in the NWSD.

If you lost it, you can contact SAFE NT to get your NDIS Worker Screening ID.

