

How to get the Rail Industry Worker card

1. Go to **www.railindustryworker.com.au**.
2. Click on '**register now**' and register your company details.

Currently, an individual must be associated to a company or hold their own ABN as a sole trader to be able to apply for a Rail Industry Worker card.

3. Once registered your company will receive a login. A profile can then be created for each employee. Please check relevant operator websites for roles.
4. Once an employee is registered, copies of all relevant qualifications, statements of attainment, certificates, licences, cards or other competencies can be uploaded against each individual for each rail safety worker role.

The files should be in PDF or JPG format.

The card will not be issued until all the steps, including mandatory file uploads, have been completed.

5. Payment for your Rail Industry Worker card can be made online using Visa or Mastercard.

Alternatively, with prior approval, accounts can be established for larger organisations.

After payment has been made an individual booking form for each employee will be emailed to the company.



6. The employee must take the booking form and 100 points of identification to an Australia Post outlet. Australia Post will confirm their personal details and take a photo for the Rail Industry Worker card.

It must be a full Australia Post outlet, not an agency.

The link to find a post office is:
<http://apps.nowhere.com.au/austpost/postofficelocator/default.aspx?service=Pegasus>

7. Providing all evidence has been uploaded and complies with the relevant business rules, the Rail Industry Worker card will be mailed within 48 hours.

All cards will be delivered via Australia Post Registered Post. A unique tracking number will be provided via email/SMS with each delivery.