

Checklist for WDP applications

Clients who are experiencing hardship can apply through you, as an approved sponsor, for a Work and Development Permit (WDP). Eligible clients can reduce or even clear outstanding court fines by completing approved activities in place of paying the amount owed.

To assist you in assessing a client's eligibility for a WDP, before making an application on their behalf you will need the following **information from the client**:

- Photo identification to verify the client's identity (for example, passport or driver's licence showing client's photo, name and date of birth).

- Fines Enforcement Registry notices (this will assist you in using the eCourts Portal).

- Case numbers, charge numbers and/or customer reference number.

- Evidence that the client is unable to pay the outstanding fines (for example, means test or overdue bills)

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