**Sample - Request for information under an “other designated agency check”**

**To:** <name of authorised contact person/s for exchange of information enquiries (as published on OCG website)>

**Position:** <position title >

**Designated agency:** <Name of designated agency receiving the request>

**From:**  <name of authorised contact person for exchange of information enquiries (as published on OCG website) >

**Position:** <position title >

**Requesting agency:** < Name of designated agency requesting the information >

**Date:** <Date requested >

Dear

**Request for information exchange**

The Children and Young Persons (Care and Protection) Regulation 2012 requires a designated agency to exchange information it holds relating to an authorised carer, carer applicant or household member with whom it has a previous or existing association, when requested by another designated agency. Please refer to **Carers Register Fact Sheet 4 Information exchange between designated agencies** for further details.

Information is sought regarding the following persons for the purpose of assessing their suitability to provide statutory out-of-home care to children and young people, or to reside in the home of an authorised carer providing statutory out-of-home care. <name of requesting agency> has a current application for authorisation from this household.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** (first/last name)Include “also known as” names | **Date of birth**dd/mm/yyyy | **Carer applicant, authorised carer or household member** | **Carers Register**(Carer applicant, authorised carer)  **reference numbers** | **Carers Register household reference number** |
|  |  |  |  |  |
|  |  |  |  |  |

*Consent from the individuals listed above should be sought in regard to the exchange of information between designated agencies, where appropriate, and each person should be given adequate information about this information in a manner and language they can understand. However, the Children and Young Persons (Care and Protection) Act 1998* authorises the exchange of information under Chapter 16A without consent.

Consent has/ has not been sought regarding this request for exchange of information with your agency. The individuals named above have/ have not been informed that information about them will be requested from your agency.

Please provide any information which may pertain to the suitability of the aforementioned individuals to provide statutory out-of-home care to children and young people, or to reside in the home of an authorised carer providing statutory out-of-home care.

Specific information is requested with regard to:

* Applications for authorisation
* Details of authorisation and carer reviews
* Household members
* Placements of children and young people in statutory or supported OOHC

Please provide the above information as soon as practicable by email or to discuss further please contact <name>, phone <phone number > or email <email address >.

Kind regards

Name: <name of authorised contact person for exchange of information enquiries (as published on OCG website) requesting the information >

Title: <position title >

Designated agency: <Agency name >

Phone: <phone number >

Fax: <fax number >

Email: <email address >

Mailing Address: <address >