

NSW Carers Register

Amendment request form

June 2015



Application to request to amend information on the Carers Register under the Children and Young Persons (Care and Protection) Regulation 2012 or the *Privacy and Personal Information Protection Act 1998*

How to fill in this form

This application form can be used to request to amend information in the Carers Register administered by the Office of the Children's Guardian (OCG). An application can be made by a person whose information is held on the Carers Register, or if the person is under 18 years of age, their parent. To request to amend information applicants need to supply identification to verify that they are entitled to amend the information. Supporting evidence to amend information may be required in certain circumstances.

You may be able to have information updated or corrected on the Carers Register by contacting your designated agency in the first instance. Please finalise any request to a designated agency to have information changed on the Carers Register before making an application to the OCG.

Proof of applicant identity

Please provide a certified copy of one of the following documents:

- Australian driver's licence (showing photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details

A certified copy means a copy of document marked as a true copy of the original document by a qualified witness, i.e. a Justice of the Peace, Notary Public, legal practitioner or person authorised to administer an oath under s 26 of the *Oaths Act 1900*. The qualified witness must include his or her qualification, address and telephone number.

Proof of new information

Please provide a certified copy of one of the following documents, as relevant to the amendment sought (documents provided for proof of applicant details can also be used for proof of new information):

- For change of household address: utility account (up to 12 months old) with current household address, Australian driver's licence, proof of age card
- For change of name: Deed Poll, Change of Name Certificate, Marriage Certificate, Birth Certificate
- For change of gender: amended Birth Certificate, Recognised Details Certificate
- For change of check results: results of nationwide criminal record check, Community Services Check, referee check.

Application to request to amend information on the Carers Register

Applicant details (attach proof of your details, e.g. Australian driver's licence (showing photograph, signature and current address), current Australian passport or other proof of signature and current address details)

| Details of person completing this form | |
|---|-------------|
| Carer authorisation number | |
| First given name | |
| Other given name(s) | |
| Family name | |
| Gender | |
| Date of birth | |
| Identifies as Aboriginal and/or Torres Strait Islander | |
| Home address | |
| Contact number | |
| Have you made a request to a designated agency to amend information on the Carers Register? | Yes No |
| If YES, please provide details of the designated agency | |
| Name of designated agency: | |
| Name of contact person at designated agency (if known) | |
| Address of designated agency | |
| Contact number of designated agency | |
| Email address of designated agency | |
| Date of request | |
| Information you sought to be changed | |
| Outcome of request: | |
| <p>The designated agency made the change requested.</p> <p>The designated agency did not make the change requested (If so, please provide any details of why the designated agency did not make the change requested)</p> | |

Please identify the current information in the Carers Register that you request be amended and the new information that you request to be inserted on the Carers Register

| | Current information | Requested amendment |
|--|---------------------|---------------------|
| First given name | | |
| Other given name(s) | | |
| Family name | | |
| Gender | | |
| Date of birth | | |
| Identifies as Aboriginal and/or Torres Strait Islander | | |
| Home address | | |
| Other information | | |

Proof of new information

Please attach certified copies of proof of new information, e.g. utility account (up to 12 months old) with current household address, Australian driver's licence, proof of age card, Deed Poll, Change of Name Certificate, Marriage Certificate, Birth Certificate, amended Birth Certificate, Recognised Details Certificate, results of nationwide criminal record check, Community Services Check, referee check.

I certify that the information I have provided is true and correct

| | |
|------------------------|--|
| Date of request | |
| Signature of applicant | |
| Full name of applicant | |
| Contact number | |
| Email address | |
| Postal address | |

Office use only

Applicant eligible:
YES/ NO

Amendment made: YES / NO
Date:

Amendment sought supported by
documentation:
YES/ NO

Applicant notified of outcome: YES / NO
Date:

Relevant designated agency notified of outcome: YES / NO
Date: