

# Privacy Request Form

## Request to access Richmind WA records

Please forward to [privacy@rw.org.au](mailto:privacy@rw.org.au)

| Consumer Details |  |               |  |
|------------------|--|---------------|--|
| Name             |  | Date of birth |  |
| Phone            |  | Email         |  |
| Postal Address   |  |               |  |

## Details of authorised person

*Completed this section if the request is made on behalf of anyone other than the consumer.*

Note: An authorised person is a parent or guardian or a minor; a person appointed by Power of Attorney of Advanced Health Directive; another person authorised by law; a person authorised in writing by the consumer.

| Basis of authorisation |  |              |  |
|------------------------|--|--------------|--|
| Name                   |  | Mobile       |  |
| Phone                  |  | Relationship |  |
| Email                  |  | Postcode     |  |
| Address                |  | State        |  |
| Other                  |  |              |  |

Note: If you are seeking to access documents about a person other than yourself, please provide their name, date of birth and their relationship to you in the space below. You will need to provide certified copies of documents linking you to that person to enable you to access the documents, such as birth certificates, death certificates or guardianship/ administration orders.



## Details of Documents

I hereby request a copy of the documents listed below. Please list documents/information required

Please explain the reason(s) why the documents are required.

## Proof of identity

Richmind WA requires 100 points of identification to process a Privacy Request. Please see the below proof of identity list. If you are unable to provide a primary identification document with your request, please contact [privacy@rw.org.au](mailto:privacy@rw.org.au) for assistance. ID provided must be certified copies. List of who can certify ID is listed at [commerce.wa.gov.au/consumer-protection/authorised-witnesses](http://commerce.wa.gov.au/consumer-protection/authorised-witnesses)

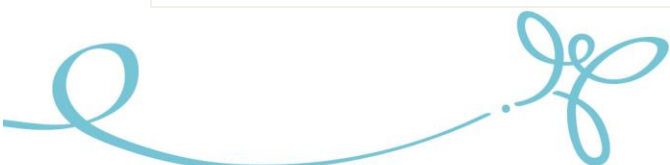


## Primary Documents

| Document Type   | Points |
|---|--------|
| Australian Birth Certificate or Birth Card*                       | 70     |
| Australian Passport*  | 70     |
| Australian Citizenship Certificate*                               | 70     |
| International Passport* (must have current valid Australian visa) | 70     |
| Registration of Descent   | 70     |

## Supporting Documents

| Document Type                                 | Points |
|---|--------|
| License of Permit issues under Australian law | 40     |
| State of Federal Government Employee Identity | 40     |
| Tertiary Education Institution Identity       | 40     |
| Australian Learner's Permit                   | 40     |
| Department of Veterans Affairs Card           | 40     |
| Centrelink or Social Security Card            | 40     |
| WA Photo Card                                 | 40     |
| Immi Card                                     | 40     |
| Dangerous Goods Security Card                 | 40     |
| Working With Children's Card                  | 40     |
| Consular Photo Identity Card                  | 40     |
| Maritime Security Identification Card         | 40     |
| Proof of Age Card                             | 25     |
| Medicare Card                                 | 25     |
| Council Rates Notice                          | 25     |
| Property Lease/ Rental Agreement              | 25     |



## Acknowledgment

I am not aware of any legal or other reason which prevents me from making this request nor any other person that I must consult with before I make this request. There are no court orders in existence which limit my rights to access this information.

Full Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

## Checklist

### Have you

Attached certified identification?

Given clear explanation of the documents you are requesting.

Attached documents to support your application to access information about other people (for example birth certificate or guardianship/ administration order)

