

# Authorising a Representative

## Victims Support Scheme

If you have applied for victims support, you can authorise someone to represent you. Your authorised representative can be a legal representative, someone from a support service or a family member or friend.

To authorise a representative, complete this form and send it to us by email or post. You need to send us a copy of your current government-issued identification with this form. If your authorised representative is a family member or friend, you will also need to send us a copy of their government-issued identification and provide their date of birth.

The Victims Support Scheme is administered by the Commissioner of Victims Rights.

### Part 1: To be completed by the applicant for victims support

#### 1. Your details

Title                      First given name                      Second given name(s)

Family name                      Date of birth                      /                      /

DAY                      MONTH                      YEAR

Home address

Suburb                      State                      Postcode                      Country

Email

#### 2. Who do you want to be your authorised representative?

First given name                      Family name

Organisation (if applicable)

#### 3. Which of your applications do you want this authority to apply to?

I want this person to be my authorised representative only for my Victims Support Scheme application reference number

I want this person to be my authorised representative for all Victims Support Scheme applications.

#### 4. Who should we send correspondence to? Correspondence includes decisions made about your application(s).

I want to receive all correspondence about my application(s).

I want all correspondence about my application(s) to be sent to my authorised representative.

#### 5. I understand that:

- by giving this authority, the Commissioner of Victims Rights, or their delegate, can get information from and provide information to my authorised representative for the purposes of my application(s)
- if my authorised person is a representative of a support service or law firm, this authority extends to that organisation
- despite giving this authority, my authorised representative cannot make changes to my contact details and bank account details without providing proof in writing of my specific instructions to do this
- despite giving this authority, my authorised representative cannot withdraw my application(s) without providing proof in writing of my specific instructions to do this
- any previous authorised representative(s) will no longer be able to act or enquire on my behalf, unless they are my parent or guardian.



A copy of your government-issued identification must be sent to us with this form.

Applicant's  
signature

Date signed

/                      /

DAY                      MONTH                      YEAR

## Part 2: To be completed by the authorised person

### 6. Authorised person's details

First given name Family name  
Organisation (if applicable)  
Postal address  
Suburb State Postcode Country  
Telephone Mobile  
Email

### 7. What is your relationship with the applicant for victims support?

I am their legal representative

I am from a support service

I am a family member or friend ► You must provide a copy of your government issued-identification with this form and provide your date of birth

DAY / MONTH / YEAR

Authorised person's signature

Date signed

DAY / MONTH / YEAR

#### Privacy notice

The information that you give on this form is collected, used, held and disclosed by the Commissioner of Victims Rights<sup>1</sup> in accordance with the [Department of Communities and Justice's \(DCJ\) Privacy Policy](#) for the purpose of administering the Victims Support Scheme and related functions under the *Victims Rights and Support Act 2013*. It is important you understand your privacy rights. For full information on how DCJ handles your information, please call us on **1800 633 063** or visit the [DCJ website](#).

<sup>1</sup>Victims Services, Department of Communities and Justice, 160 Marsden Street, Parramatta ([vs@dcj.nsw.gov.au](mailto:vs@dcj.nsw.gov.au)).

## Contact Victims Services

☎ **Call** the Victims Access Line on **1800 633 063** or the Aboriginal Contact Line on **1800 019 123**

✉ **Email** [vs@dcj.nsw.gov.au](mailto:vs@dcj.nsw.gov.au)

🌐 **Visit** [victimsservices.justice.nsw.gov.au](http://victimsservices.justice.nsw.gov.au)

If you have a hearing or speech impairment, call the National Relay Service on **13 36 77** (TTY) or **1300 555 727** (Speak and Listen).

If you need an interpreter, call the Translating and Interpreting Service on **13 14 50**.