

Care Leaver Records Access (CLRA) Application

This application form is to be used by people who have been in out-of-home care in NSW and would like to request access to their personal childhood information held by the Department of Communities and Justice (DCJ). A person is entitled to have access to personal information relating directly to them under section 168 and 169, *Children and Young Persons (Care and Protection) Act 1998 (NSW)*. There is no fee for this service. You can apply for your records if:

- You were in the care of the NSW government agency responsible for child welfare as a child or young person. This includes being made a state ward, allocation of Parental Responsibility to the Minister or equivalent and living in statutory out-of-home care, such as foster care, children's homes and orphanages, or other institutional residential care.
- You are adopted and have been in out-of-home care. This means you can also apply for any other information under Chapter 8 of *the Adoption Act 2000 (NSW)* and *Adoption Regulation 2015 (NSW)*.

The information you provide us on your application form helps us to search for records about you. It is best if you provide us with as much information about yourself and your family as you can. It's okay if you can't remember the exact dates or details the form asks about, you can make an estimate or write 'I'm unsure'. If you need extra space, please attach another page to this form.

Care leavers can find that accessing their records brings up emotions, these feelings can be positive or can sometimes be upsetting or overwhelming. We recommend that you have someone to support you through the process. A list of support services is attached to this application form, and is also available online. More information about applying for records and support services is available on our web page:

<https://www.facs.nsw.gov.au/families/out-of-home-care/about-out-of-home-care/were-you-in-out-of-home-care>

If you need help completing this form you can go to your local Community Services Centre: <https://www.dcj.nsw.gov.au/contact-us/csc.html>.

You can also call the Care Leaver Records Access unit on 1300 137 160 or (02) 9716 2500 or email CareLeaverRecordsAccessUnit@facs.nsw.gov.au

1. Information about you

Title	Family name (surname)	
First name	Middle name(s)	
Were you known by any other names? Please include any names you know of (including preferred names, nicknames)		
Date of birth (DD / MM / YYYY)		
Phone number	Other phone number (optional)	
Residential Address		
Town/Suburb	State	Postcode
Mailing address (if different from your residential address)		
Town/Suburb	State	Postcode
Email address		
If we need to call you about your application and we are unable to reach you, is it okay for us to leave a voicemail message?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
When we write to you about the progress of your application, how would you like us to send it?		
<input type="checkbox"/> Email <input type="checkbox"/> Mail		
Have you applied to access your records from the CLRA Unit before?		
<input type="checkbox"/> No, this is the first time I have applied for my records <input type="checkbox"/> Yes, I have applied for my records before and, <ul style="list-style-type: none"> <input type="checkbox"/> I would like another copy of the records I received last time (if so you can go to part 2 of this form titled 'Information you would like to receive') <input type="checkbox"/> Other. Please specify below: _____ 		

Were you ever adopted?

Yes No I'm Unsure

If you are unsure if you are adopted and we locate adoption records about you, would you like to be informed?

Yes No

If you were adopted, what are the name/s of your adoptive parent/s?

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Are you Aboriginal or Torres Strait Islander?

No Aboriginal Torres Strait I'm Unsure

Foster carers or other carers, including relatives, that you lived with (if applicable)

Name	Town/Suburb	What years did you live with them? (e.g.2000-2005)

Children's homes, institutions or other care facilities you lived in (if applicable)

Name	Town/Suburb	What years did you live there? (e.g.2000-2005)

Parents

Please include details about all parents such as birth parents, step parents and adoptive parents

Name Please tell us all names they are known by (for example, married name, preferred name)	Date of birth	Relationship to you e.g. Step mother	Is this person deceased?	Date of death (if deceased)

Siblings

Please include all details about siblings such as full siblings, step siblings, half siblings and adoptive siblings

Name If they are known by more than one name, please tell us all names.	Sibling's Date of birth	Were they in out-of-home care? If yes, please tell us the name of their foster parents / carers / homes where they lived	Is this person deceased?	Date of death (if deceased)

This section continues onto the next page

Siblings

Include all siblings such as natural siblings, step siblings, half siblings and adoptive siblings

Name If they are known by more than one name, please tell us all names.	Sibling's Date of birth	Were they in out-of-home care? If yes, please tell us the name of their foster parents / carers / homes where they lived	Is this person deceased?	Date of death (if deceased)

2. Information you would like to receive

When we process your application, we will attempt to locate and provide information about your care history. You can ask us to limit the information we provide to you, or to prioritise certain information. For example, you might only be looking for medical information, photographs, your birth certificate, or information about a specific time or event. You can have this conversation with an officer when they contact you. Additionally, if you have any cultural considerations or other concerns about sharing certain information, we can discuss these with you when we make contact.

Please let us know what information you want to receive from us **(tick all that apply)**.

- I want to apply for all personal information relating directly to me about my care history that I am entitled to under section 168, *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

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- I **only** want to receive certain information listed below (e.g. medical history, birth certificate) that I am entitled to under section 168, *Children and Young Persons (Care and Protection) Act 1998 (NSW)*

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- I want the original documents that relate directly to me that I am legally entitled to under section 169, *Children and Young Persons (Care and Protection) Act 1998 (NSW)*.

- FOR ADOPTED PERSONS ONLY:** I want to apply for information about my adoption and any other information I am entitled to under, Chapter 8 of *the Adoption Act 2000 (NSW) and Adoption Regulation 2015 (NSW)*.

3. Privacy notice

The information you provide in this form will be held securely by Care Leaver Records Access. We will not disclose your personal information without your consent unless authorised by law.

4. Contact details and consent

You can nominate another person (like a close friend or relative) or service (such as a support organisation or solicitor) to be contacted about your application and/or receive your records

Who would you like us to contact about your application?

- Contact me directly **OR**
 Contact the person/agency nominated below

Whom should we send your records to?

- Send my records directly to me **OR**
 Send my records to the person/agency nominated below

If you would like us to contact someone else and/or send your records to another person or agency on your behalf, please tell us the details of the person/agency:

Full Name		
Name of the service they work at (if applicable)		
Relationship with the person for example, support worker, lawyer, friend or relative		
Address		
Town/Suburb	State	Postcode
Phone number	Other phone number (optional)	
Email address		

Is there any other information you think would help us with processing your application or contacting you (e.g. cultural considerations, accessibility needs)?

- No
- Yes, I would like you to know that

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.....

Please sign the below to give us consent to contact and send your records to the person or people you have nominated above.

Signature	
Date	

Once completed we will send your records via secure email. If this is not suitable, please let us know so that we can make other arrangements.

5. Identification

You will need to provide a copy of your identification with this form.

A copy of any **one** of the following documents is required for all applications. Please do not send the original documents.

- Australian Driver's Licence or photo card with photograph, signature and current address
- Current Passport
- MIN (Master Index Number) Card
- Licence or permit issued by the Commonwealth, a state or territory government with photograph and name (e.g. a boat licence)

If you do not have one of the above documents, please provide **copies** of **two** of the following:

- Medicare card
- Health Care Card
- Birth Certificate (in your name at the time you were in out-of-home-care)
- Identification card issued to a public employee, or a student at a tertiary education institution

If your name has changed since you were in out-of-home care, we will need **a copy** of **one** of the below documents. Please do not send the original documents.

- Change of Name Certificate
- Marriage Certificate
- Statutory Declaration
- Other document with evidence of my name change

If you are unable to provide the forms of identification listed above please contact the Care Leaver Records Access for advice.

Phone: (02) 9716 2500 or 1300 137 160

6. Submitting your application

You can choose one of three ways to send us your application:

1. Through a Community Services Centre or support service

You can hand in this form with a copy of your identification documents at a Community Service Centre (CSC) and they will lodge it for you. You are entitled to support from a CSC when you are reading your records, and can request that a caseworker is available to assist you. A list of CSCs is available online:

<https://dcj.nsw.gov.au/contact-us/csc.html>

There are a number of other services who can help you with your application, and provide different types of support once you have received your records. Our Support Services list has more information about the kinds of support available. You can also call us on (02) 9716 2500 or 1300 137 160 to discuss finding a support service that meets your needs.

2. By email

Send your completed form and a copy of your identification documents to CareLeaverRecordsAccessUnit@facjs.nsw.gov.au

3. By post

Send your completed form and a copy of your identification documents to:

Care Leaver Records Access Unit
Community Services
The Department of Communities and Justice
Locked Bag 5000
PARRAMATTA NSW 2150

7. After you make your application

The Care Leaver Records Access team will acknowledge your application within 10 working days of receipt. We will use the information in your application to search for records about you, and have them sent to us for processing. Regrettably, CLRA is currently experiencing significant delays associated with an increased demand from care leavers for personal information held by the Department. Completion of applications vary depending on how many records we locate, if we need to obtain records from other areas, and the kinds of records that need to be processed. We will contact you as soon as your application has been allocated to a team member for processing.

If you have any special circumstances (such as legal or medical matters) which mean you might need your records more urgently, please contact us to discuss this.

Contact us

Phone: (02) 9716 2500 or 1300 137 160

Email: CareLeaverRecordsAccessUnit@facjs.nsw.gov.au

Support Services

Support with applying for and reading your records for everyone

Community Service Centres

If you live in NSW, a caseworker can be made available to help you to read your records or to answer questions and provide support if you choose to read your records at a Community Services Centre. Aboriginal care leavers may request the support of an Aboriginal staff member or support service when accessing information and this will be provided wherever possible.

You can find a list of Community Services Centres at <https://dcj.nsw.gov.au/contact-us/csc.html>

Find and Connect

The Australian Government funds the national Find and Connect services. Find and Connect has offices in all States and Territories, and can help you to apply for your records and access support in your local area.

Find and Connect Support Services provide specialist trauma informed counselling, referral services, peer, education and social support programs, assistance to locate and access records and reconnect with family members (where possible) for people who were placed in out-of-home care in Australia.

The Find and Connect Web Resource is a resource for people who were placed in out-of-home care in Australia and anyone interested in the history of child welfare in Australia. It brings together historical resources relating to institutional 'care' in Australia. It contains information and images of children's homes, help to find records about a person's childhood in 'care', and information about support groups and services.

Phone: 1800 16 11 09 (from anywhere in Australia)

Website: www.findandconnect.gov.au

Care Leavers Australasia Network (CLAN)

CLAN is a national, not-for-profit advocacy organisation for care leavers of all ages. CLAN provide information, advocacy, telephone support, referrals and assistance with reading files.

Phone: 1800 008 774 (free call)

Email: support@clan.org.au

Website: www.clan.org.au

Support for young care leavers

It may be helpful to receive support from people you already know and have worked with. This may include a Community Service Centre, another agency that supported you while you were in care or a service that is currently supporting you. You can also contact one of the following support services for assistance.

Aftercare Resource Centre (The ARC)

The ARC is a service for young people aged between 15 and 25 years old who have been in out-of-home care in NSW. They can provide therapeutic reading of your records as well as help with your application.

Phone: 1800 656 884 (free call)

Email: arc@ransw.org.au

Website: <https://www.relationshipsnsw.org.au/support-services/aftercareresourcecentre/>

Aboriginal Aftercare State Wide Service

Leaving care and aftercare support for Aboriginal children and young people aged 15-25 years who have been in out-of-home care.

Phone: 1300 339 016

Email: westernintake@uniting.org or Ask@uniting.org

CatholicCare After Care Program

Aftercare support for 18 to 26-year-olds who have been in out-of-home care at some stage in their lives. Available in Newcastle, Lake Macquarie, Maitland, the Upper Hunter and Manning areas.

Phone: 02 4979 1120

Email: aftercare@catholiccare.org.au

Family Spirit Aftercare

Available in South Eastern Sydney areas.

Phone: 13 18 19

Website: www.familyspirit.org

Uniting ACE Aftercare

Aftercare support for children and young people 15-25 years who have been in out-of-home care.

Phone (general): 1800 864 846 (free call)

Phone (Illawarra and Shoalhaven): 02 4220 1127

Phone (Mid North Coast): 02 6581 6600

Phone (South Western Sydney): 02 9768 6888

Email: ACEAfterCare@uniting.org

More information for young care leavers (15-25 years old) can be found on the ChildStory YOU website at <https://you.childstory.nsw.gov.au/look-after-you/your-story>.

Support for care leavers over the age of 25 years

Wattle Place - NSW Support Service

Wattle Place provides counselling and a range of other support for people who are over the age of 25 and were in out-of-home care in NSW between the 1920s and 1990s, regardless of where they now live. Wattle Place can provide advice and support on accessing records about your time in out-of-home care.

Phone: 1800 663 884 (free call)

Website: www.relationshipsnsw.org.au/support-services/wattle-place

Additional support services and resources

Aboriginal Affairs Family Records Unit

Aboriginal Affairs operates the Family Records Service (FRS) to help Aboriginal people in New South Wales to access records pertaining to themselves, or their ancestors, that are held in the archive collection of the former Aborigines Welfare Board (formerly known as the Aborigines Protection Board) and the Chief Secretary records relating to Aboriginal affairs. The records span the period from 1890 to 1969.

Phone: 1800 019 998

Email: familyhistory@aboriginalaffairs.nsw.gov.au

Link-Up (NSW) Aboriginal Corporation

Link-Up NSW works with Aboriginal people over the age of 18 who were separated from their families when they were children. Services provided by Link-Up NSW include reunification and counselling.

Phone: 1800 624 332

Email: linkup@nsw.link-up.org.au

Website: www.linkupnsw.org.au

National Redress Scheme

The National Redress Scheme helps people who have experienced institutional child sexual abuse gain access to counselling and psychological services, a direct personal response, and a monetary payment. Applications can be made from 1 July 2018 until 30 June 2027.

Website: www.nationalredress.gov.au

NSW Special Search Service

The NSW Special Search Service provides free specialised national and international search and reunion services to people who were separated by government intervention in NSW, for example through adoption, being under the care of the Minister, foster care, or being placed in a children's home in NSW. It is provided by qualified professional Social Workers experienced in delivering discreet and supportive tracing and reunification services.

Phone: 1300 657 843 (cost of a local call) or (02) 9267 0300

Email: sss@iss.org.au

Website: www.iss.org.au/our-services/nsw-special-search-service

Stolen Generations Reparations Scheme and Funeral Fund

The Stolen Generations Reparations Scheme provides ex-gratia payments to living Stolen Generations survivors who were removed from their families and committed to the care of the NSW Aborigines Protection or Welfare Boards. The payments are made in recognition of the harm that these removals caused. There is also a fund to assist with funeral payments. The closing date for applications will be 30 June 2022.

Website: www.aboriginalaffairs.nsw.gov.au/healing-and-reparations/stolen-generations/reparations-scheme

If you need support right now

The following services are available 24/7 from anywhere in Australia

Triple Zero – 000

Emergency Services including police and ambulance.

Lifeline - [13 11 14](tel:131114)

Confidential crisis support and suicide prevention services.

Beyondblue - [1300 224 636](tel:1300224636)

Counselling for mental wellbeing, anxiety, depression and suicide prevention.

1800RESPECT - [1800 737 732](tel:1800737732)

Confidential information, counselling and support service for people impacted by sexual assault, domestic or family violence.

MensLine Australia - [1300 787 978](tel:1300787978)

Counselling service for men with family and relationship concerns.

Suicide Call Back Service - [1300 659 467](tel:1300659467)

Professional counselling for people who are affected by suicide.