



Barwon Youth, Glastonbury Community Services and Time for Youth, formally merged on 1 July 2015, to create our new agency, Barwon Child, Youth & Family. The significant history and contribution to the community of the three agencies will continue to be recognised and respected by our newly merged entity.

Please complete this form in relation to the information you are seeking held by Barwon Child Youth & Family.
(Please complete all the relevant sections).

All Known Name(s)	
Date of Birth	
Period during which care or services were provided (approximate dates)	
Name of Institution if applicable	
Service or programs attended.	
Mothers Name	
Fathers Name	
Siblings Names	
Please provide a brief explanation of why you seek the information and/or whether this request for information specifically relates to obtaining health information <u>Note:</u> this question is optional	



Information concerning your identity (please tick boxes and provide copies)

Please confirm your identity
By providing a copy of one
of the Primary Identification
Documents

Copy of Birth Certificate

Copy of Driver's License

Copy of Passport

Please provide this
Identification ONLY if it is relevant
to you (name change) or if
the person who was in care
is deceased

Copy of Marriage Certificate

Evidence of Name Change

Copy of Death Certificate

Affirmation and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete and I authorise Barwon Child Youth & Family to conduct the necessary searches and release the requested information to me.

The file remains the property of Barwon Child Youth & Family, however, copies of documents or information in the file where appropriate, will be provided to you.

Information which places the safety and well-being of others at risk may not be provided. Barwon Child Youth & Family retains the right to make this determination.

Name (printed)	
Signature	
Date	



Please return this form to:

**In Confidence, Records Management Office
Barwon Child Youth & Family
12-14 Halstead Place
Geelong West 3218**

Thank you for completing this application form. Please allow up to 45 days for the processing of your application. A Barwon Child Youth & Family staff member will contact you when your information becomes available.

Office use only

Date application received	
Identification Provided/attached	
Worker Name and Signature	