



Consent Forms from other Agencies – Checklist

This checklist is to be utilised by the Department of Family & Community Services (FACS) client service staff to ensure all consent to exchange client information forms, issued by other agencies contain the required information.

Consent form checklist

These items are required on ALL consent forms from other agencies:

1. Client name and sufficient contact details
2. Date of the agreement and the end date of the agreement
3. Worker receiving the authority's name, contact details and signature

Client consent which must contain a statement by the client that they understand that:

4. By signing the form the client (or their legally appointed guardian) only consent to the exchange of information between the agencies or advocates listed.
5. The client can change their mind and terminate their consent at any time in writing as long as there is no legal order in place.
6. If the client does not sign the form or do not want to consent to providers sharing information about them, they can still get services if you are eligible and services are available.
7. By filling out and signing this form the client is agreeing to personal information about them being shared among workers from the agencies or people that they have listed. This is so the agencies can assist them to get or keep their services and support.
8. General information about privacy and its use by government agencies
9. Your right to privacy statement including reference to the Privacy and Personal Information Protection Act 1998, the Health Records and Information Privacy Act 2002 and other associated laws

These additional items are required where the client has a guardian or is under 18 years of age

10. Legal guardian, where applicable, their name and contact details
11. Client's signature, preferably witnessed by a third person over the age of 18
12. If they have a guardian, they must include that guardian's name and signature indicating their status as a guardian.