



# Australia

## APPLICATION FOR RECORDS REQUEST FORM

### INSTRUCTIONS ON HOW TO USE THIS FORM

As part of assisting The Salvation Army with your request, the following information is required. Please complete this form and return to: The Salvation Army, Centre for Restoration, PO Box 479, Blackburn VIC 3130 or email to [historicalrecords@salvationarmy.org.au](mailto:historicalrecords@salvationarmy.org.au)

The Salvation Army is bound by the State or Territory specific privacy legislation and therefore will respond to these enquiries for access in accordance with these principles.

If you are seeking information relating to an individual other than yourself, please refer to our **Consent of Careleaver** form.

The Salvation Army will securely store this information and access is limited to individual appointed by The Salvation Army to respond to such requests.

Date of Request: \_\_\_\_\_

### CONTACT DETAILS:

Full name of individual applying for information: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address for return information to be sent: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact number: \_\_\_\_\_

Email address: \_\_\_\_\_

### RECORD SEARCH INFORMATION REQUIRED:

Full name of individual at time of admittance: \_\_\_\_\_

Date of Birth of individual: \_\_\_\_\_

Full maiden name of individual's mother: \_\_\_\_\_

Full married name of individual's mother: \_\_\_\_\_

Full name of individual's father: \_\_\_\_\_

If available, names and dates of birth of any siblings of the individual:

\_\_\_\_\_

\_\_\_\_\_

Location/Name of the Salvation Army Home(s) at which the individual resided:

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If known, the years during which the individual was in the care of The Salvation Army:

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If known, the admission and discharge dates: \_\_\_\_\_

Were there multiple admissions? \_\_\_\_\_

Was the individual in care as a Ward of the State? \_\_\_\_\_

The reason why access to the individual's records is requested:

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Signature: \_\_\_\_\_

If your request for access to records is not concerning yourself and relates to a person who:

- Is adopted;
- Is believed to be the birth parent or an adopted person; or
- Is believed to be the adoptive parent of an adopted person
- Is believed to be another relative of an adoptee or birth mother

The Salvation Army does not hold adoption records. We therefore recommend that you contact the relevant Department of Family, Community Services or Human Services in the State where the adoption took place for further advice and information.

**PLEASE ENSURE YOU INCLUDE ONE OF THE FOLLOWING DOCUMENTS WHEN RETURNING THIS FORM:**

- A copy of the individual's birth certificate;
- A copy of the individual's drivers licence (for identification purposes);
- A copy of the individual's passport;
- An alternative document that provide the name and date of birth that matches what you have indicated on this form; or
- Your identification and evidence of your relationship to the third party

In the event that the above mentioned documents cannot be located, please provide :

- 100 points of identification

If you have any queries regarding the documents needed to constitute 100 points of identification, please contact the Historical Records Department on 03 8878 2404 or via email [historicalrecords@salvationarmy.org.au](mailto:historicalrecords@salvationarmy.org.au)