



Form 01

Request for Access to own Record

*****ONLY COMPLETE THIS FORM IF YOU WANT TO GET COMPUTER ACCESS TO YOUR OWN RECORD*****

How to lodge your Application at Australia Post

1. To verify your identity, the details in section A and B must EXACTLY MATCH your identification documents.
2. Your Healthlink ID can be found on the letter you received when you enrolled.
3. DO NOT sign section C, your signature must be witnessed by the Australia Post verifier.
4. Identification documents MUST be produced and be original and current.

Please use **BLACK INK** and print within the boxes in **BLOCK LETTERS**

A. Details of Applicant

Title (Mr, Mrs etc) Family name/surname

Given name/s (full name no initials) Healthlink ID

Date of birth / / Sex (M/F) Contact phone number

B. Address of Applicant (must be an Australian residential address not a PO Box)

Current residential address

Unit number / street number / street name (with a gap between numbers and words)

Suburb/locality State Postcode

Postal address Email address (optional)

Same as above

Unit number / street number / street name (with a gap between numbers and words)

Suburb/locality State Postcode

C. Declaration by Applicant

Please provide your own security question and answer. Your security question and answer will allow us to identify you over the phone and issue your password. For example "What is my mother's maiden name?" or "What was my first pet's name?"

Question

Answer

DO NOT SIGN UNTIL YOU LODGE THIS FORM AT AUSTRALIA POST

Your signature must be witnessed by the Australian Post verifier. Please sign in black ink

I acknowledge that the information on this form is true and correct. The details on this form have been completed by me and not another person.

Date

Disclaimer and Privacy Notice - Australia Post is acting as an agent for Health Technology and collects your information to identify you in accordance with requirements under Australian Law. Your details will be forwarded to Health Technology and may also be disclosed to government agencies. Subject to certain exceptions you may request access to your personal information. If access is denied, the law says we must tell you why.

D. Australia Post use only - Identification Documents for Applicant

Primary Documents - You may only use **ONE** Primary Document *

Secondary Documents - You may use a combination of Secondary Documents. If you use more than one credit and savings account card, bank statement or utilities bill, they must be from different organisations.

								Point Value	
Primary	<input checked="" type="checkbox"/> Passport	Number	<input type="text"/>	Country	<input type="text"/>	70*	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Birth Certificate/Extract	Number	<input type="text"/>	State	<input type="text"/>	70*	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Citizenship Certificate	Number	<input type="text"/>	Country	<input type="text"/>	70*	<input type="text"/>	<input type="text"/>	<input type="text"/>
Secondary	<input checked="" type="checkbox"/> Australian Driver Licence	Number	<input type="text"/>	State	<input type="text"/>	40	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Public Service Employee ID card	<input checked="" type="checkbox"/> Pension Card	or	<input checked="" type="checkbox"/> Health Care Card	<input checked="" type="checkbox"/> Tertiary ID Card	40	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input checked="" type="checkbox"/> Financial Institution/Bank Passbook	<input checked="" type="checkbox"/> Credit or Debit Card	<input checked="" type="checkbox"/> Medicare Card	<input checked="" type="checkbox"/> Council Rates Notice	or	Utilities bills	25	<input type="text"/>	<input type="text"/>
	TOTAL POINTS							<input type="text"/>	<input type="text"/>

(must = 100 points or more)

* **Special Circumstances Only** - If the applicant is **under 18** years old, only one Primary Document is recorded = 100 points.

E. Australia Post use only

I have sighted and confirmed the Proof of Identity against original documentation. I have witnessed the signature of the applicant.

Verifier's name

Date

 / /

Work centre code

Verifier's signature

Comments