# Completing your Access Request Form

You must fill in an Access Request Form to apply to become a participant in the National Disability Insurance Scheme (NDIS). Your parent, legal guardian or representative can fill in this form for you if you want.

You must fill in all sections of the Access Request Form. If you need help filling in the form you can ask someone you know or a staff member at National Disability Insurance Agency (NDIA).

## Proof of age and residency

Before you can become a participant in the NDIS we need you to verify your age and residency information (including visa or citizenship status).

You can do this:

* by giving us consent to get this information from your Department of Human Services (Centrelink) record (Part B of the Access Request Form)
OR
* by providing copies of the required documentation yourself.
You can do this by attaching copies of documents to the Access Request Form, or by bringing your documents into your local NDIA office. Please do not post original documents to the NDIA.

Examples of documents you can provide are listed below:

### Home addresses

You must provide documents that show your current address (within the last 3 months)

* utility bill (such as an electricity bill) OR
* current lease/rental agreement OR
* contract of house purchase OR
* council rates notice OR
* insurance policy for your premises

### Citizenship or residency

* birth certificate OR
* Australian citizen naturalisation certificate OR
* Foreign passport or travel document which includes a valid
Australian Permanent Residency Visa or Protected Special Category Visa.

### Age

* birth certificate OR
* my First Health Record (Blue Book) signed by a doctor or midwife
(only for a newborn under three months of age) OR
* current passport containing an accurate photograph OR
* proof of age card (issued by state licensing authorities) OR
* driver’s license OR
* adoption papers

## More information

If you are finding it hard to get the relevant documents please contact us. We may also be able to accept alternative documents in some circumstances.

The NDIA may obtain information about you and your disability from your current service provider, health professionals or the Australian Government Department of Human Services. We are authorised to obtain this information under the National Disability Insurance Scheme Act 2013.

If you want to know more about the NDIA or if you need help completing any NDIA forms please talk to an NDIA staff member.

### Contact us

* visit [ndis.gov.au](http://www.ndis.gov.au/)
* email nationalaccessteam@ndis.gov.au
* call 1800 800 110
* TTY users phone 1800 555 677 and ask for 1800 800 110
* if you are a Speak and Listen (speech-to-speech relay) user — phone 1800 555 727 and ask for 1800 800 110
* if you are an internet relay user — visit the National Relay Service website to get information or call 1800 800 110.