

Authority to Access Information Deceased Person



Catholic Education
Diocese of Rockhampton

This form is only for use by a person seeking to access information held by Catholic Education - Diocese of Rockhampton about a deceased person.

You must return this document, completed and signed, along with **certified** copies of all required documentation to the following address:

Privacy Officer
Catholic Education - Diocese of Rockhampton
143 West Street
ROCKHAMPTON QLD 4700
privacy@rok.catholic.edu.au

Part One: Your current details

Date of Birth:	Click or tap here to enter text.		
Title:	Click or tap here to enter text.		
Surname:	Click or tap here to enter text.		
Given Names:	Click or tap here to enter text.		
Postal Address:	Click or tap here to enter text.		
Suburb:	Click or tap here to enter text.		
State:	Click or tap here to enter text.	Postcode:	Click or tap here to enter text.
Country:	Click or tap here to enter text.		
Telephone number:	Click or tap here to enter text.		
Email:	Click or tap here to enter text.		

Part Two: Relationship to Deceased

Only the following people may apply to access information about a deceased person:

Access type	Who may access	Requirements for access type
Historical access	Anyone (must be 16 years of age or over)	For deaths 30 years old or more
Family Access	<ul style="list-style-type: none">Spouse (including defacto but not former spouse or former defacto)ParentChild/grandchildSibling	Restricted unless the applicant can provide: <ul style="list-style-type: none">Evidence of relationship e.g., named on death certificate, copy of marriage certificate, named on birth certificate.Evidence of defacto relationship can include evidence of same address, joint bank accounts, joint utility accounts
	Non-parental custodian or guardian	Document establishing custody or guardianship.

	<p>Other relative</p> <ul style="list-style-type: none"> Former spouse or former defacto. 	<p>Restricted, unless the applicant can provide:</p> <ul style="list-style-type: none"> Written authority from a person entitled to the certificate as identified in this policy document; or Evidence that the certificate is required for some legal right or entitlement; or Evidence that there is no other living relative.
Other agent	Any person with the written authority of an eligible applicant (i.e., family member not eligible via family access, search Agent acting on behalf of a Financial Institution)	<ul style="list-style-type: none"> Proof of Identity of applicant as per the Proof of Identity requirements; and Written authority from and Proof of Identity of the registered person or other eligible applicant; and Reason for access must be stated i.e., must be acting for person entitled to information or certificate and required either for production in Court; for lodgement with the Registrar of Titles, or for administration of an estate.

Part Three: Details of person you would like to access information about

I hereby request access to information held by Catholic Education - Diocese of Rockhampton including any of its system schools, colleges and kindergartens (a full list of which can be accessed online at <http://www.rok.catholic.edu.au/catholic-schools/>), about the following deceased person:

Title:	Click or tap here to enter text.
Surname:	Click or tap here to enter text.
Given Names:	Click or tap here to enter text.
Date of Birth (if known):	Click or tap here to enter text.
Date of Death:	Click or tap here to enter text.
Name of school that deceased attended:	Click or tap here to enter text.
Year/s in which deceased attended the school: e.g., 1961 to 1965	Click or tap here to enter text.
Certified death certificate attached:	Click or tap here to enter text.
Relationship to Deceased (see Part Two):	Click or tap here to enter text.

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List copies of certified documents attached which are required to prove access type:
e.g., "marriage certificate"

Click or tap here to enter text.

Part Four: Declaration

By signing this declaration, I acknowledge and confirm that:

- This authority is valid for this request only. Any additional requests for information will require a separate form;
- Catholic Education - Diocese of Rockhampton holds no responsibility or liability for your use of the person's information and you indemnify Catholic Education - Diocese of Rockhampton for any damage or loss suffered by any party as a result of your access to the information;
- If this form is received by the Catholic Education - Diocese of Rockhampton unsigned or incomplete, my request will not be processed;
- I have attached certified copies of my relevant identification documents;
- I have attached a certified copy of the deceased person's death certificate;
- All information provided in this document by me is correct.

Print full name (use BLOCK LETTERS)

Click or tap here to enter text.

Signature

Date (DD/MM/YYYY)

Click or tap to enter a date.

PRIVACY STATEMENT: By signing this form you consent to the Catholic Education - Diocese of Rockhampton collecting and using your personal information to manage your information and to comply with relevant legislation. If you do not provide this information, we may not be able to accurately manage your information.

CERTIFYING COPIES OF ORIGINAL DOCUMENTS

Catholic Education - Diocese of Rockhampton has strict measures in place to protect the information held about our students and the people who provide information to us.

To allow us to act on your authority, we will require a certified copy of your identification and any other documentation we may request to enable us to act on your authority.

These steps are taken to ensure that privacy is maintained in accordance with the Privacy Act 1988 and our Privacy Policy.

One: Proving your identity

To prove your identity, you must provide a total of 100 points of Australian or state-issued documents. You can use different combinations of documents to make up your 100 points, but you must include at least 1 primary document as part of your 100 points.

Primary Documents	Points
Australian visa	40
Birth certificate	50
Certificate of Australian citizenship	50
Driver licence	60
Passport	50
Secondary Documents	Points
Change of name certificate	40
Marriage certificate	40
Medicare card	40

Two: Certifying your documents is a three-step process

- 1. Collect your original documents (as per table above)**
- 2. Photocopy your original documents.**
- 3. Certify your copies.**

Take your copies and your original documents to be certified. Each page must have 'certified true copy' stamped or written on it and must include the certifier's signature, printed name, qualification, contact phone number and the date. Only the following people may certify copies of original documents:

- Justice of the Peace
- Commissioner for Declarations
- Judge of a court
- Legal practitioner
- Magistrate
- Notary public officer
- Registrar or deputy registrar of a court