

Victorian Housing Register form of authority

Release of information to an external agency

OFFICIAL

# Who can complete this form?

This consent form is to authorise the Chief Executive Officer, Homes Victoria, Department of Families, Fairness and Housing or officers acting on behalf of the Chief Executive Officer, to confirm information concerning the application with the people and organisations I have nominated below:

| ****Required information**** | Your answer |
| --- | --- |
| **Name of primary applicant** |  |
| **Service ID** |  |
| **Date of birth** |  |
| **Address** |  |
| **Phone number** |  |
| **Email address** |  |

**I** hereby **authorise the** Chief Executive Officer, Homes Victoria**, Department of Families, Fairness and Housing or officers acting on behalf of the** Chief Executive Officer**, to release my** personal **information to:**

| ****Required information**** | Your answer |
| --- | --- |
| **Name of agency** |  |
| **Address of agency** |  |
| **Agency contact person** |  |
| **Phone number** |  |
| **Email address** |  |

# Signature

|  |  |
| --- | --- |
| **Signature of primary applicant** |  |
| **Date** |  |

# Declaration, acknowledgement and consent

I declare that all the information I have provided in the Victorian Housing Register application is true and correct.

I understand that as the primary applicant I have sole responsibility within my household to respond on all matters about my application.

I acknowledge that I must advise the Department of Families, Fairness and Housing (the department) if my circumstances change and update the department with any details that are relevant to my application.

I consent to the department sending copies of correspondence to the people and organisations I have nominated.

**WARNING:** If you wilfully give information that is untrue in this application, you may be liable to penalties under section 40 of the *Housing Act 1983 (Vic)*.

## Submitting this form

**Mail to:**

Victorian Housing Register
Department of Families, Fairness and Housing
PO Box 102
MORWELL VIC 3840

When you mail this form, no postage stamp is required.

You can also take it to anyDepartment of Families, Fairness and Housing office.

If the required documents are not provided with this form, we cannot complete the assessment.

Information privacy

We are committed to protecting the privacy of your personal information. Personal information is information that directly or indirectly identifies a person. We need to collect and handle your personal information to be able to process your application. We will handle all the information you give us in keeping with the:

* *Privacy and Data Protection Act 2014*
* *Health Records Act 2001*.

If you are using other departmental programs, we may share some of your information with them to help us coordinate better services for you.

We will use your information:

* for the purposes listed on these forms
* to provide services to you
* for purposes you consent to.

We will not use your information for any other purpose unless the law requires us to do so.

You have a right to access your information under the:

* *Freedom of Information Act 1982*, and
* *Privacy and Data Protection Act 2014*.

For information about freedom of information requests:

* call 1300 151 883, or
* make an online FOI request at [Making a Freedom of Information request](https://www.dffh.vic.gov.au/making-freedom-information-request) https://www.dffh.vic.gov.au/making-freedom-information-request.

For more information about privacy:

* see the department’s privacy policy at [Department of Families, Fairness and Housing Privacy policy](https://www.dffh.vic.gov.au/publications/privacy-policy) https://www.dffh.vic.gov.au/publications/privacy-policy
* email the Feedback, External Oversight and Privacy unit feedback@dffh.vic.gov.au
* call the department on 1300 884 706.

# Language link

This publication is about housing. If you speak a language other than English or have difficulty reading written information, you can get help over the telephone. For more information:

* visit [Housing.vic Interpreter services](https://www.housing.vic.gov.au/interpreter-services) https://www.housing.vic.gov.au/interpreter-services, or
* [contact your local housing office](https://www.dffh.vic.gov.au/contact-us) https://www.dffh.vic.gov.au/contact-us (See, Housing enquiries and offices), or
* call Language Link on (03) 9280 0799 for an interpreter.

For other languages, an interpreter is available through your local office.

To receive this document in another format, email the Victorian Housing Register VictorianHousingRegister@homes.vic.gov.au

**[Office use only]**

| Date received | Received by | Date registered | Service ID | Complete? (Yes or No) |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

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Available at [Forms & Guides | Housing.vic.gov.au](https://www.housing.vic.gov.au/about/forms-guides) https://www.housing.vic.gov.au/about/forms-guides