

Nominee Form



Historical
Forced
Adoptions
Redress
Scheme

Complete this form if you wish to nominate someone to engage with the scheme on your behalf. Both the person applying to the scheme and their nominee need to complete this form.

Please return the completed form to the scheme by email: forcedadoptions.redress@justice.vic.gov.au. You can also return this form by post.

What does a nominee do?

There are two types of nominees:

1. Assistance nominees
2. Legal nominees.

Assistance nominee

An assistance nominee is a person (or organisation) you trust and who you nominate to help with aspects of your application, including communicating with the scheme. However, they **cannot** make any decisions on your behalf about your application.

Your nominee should be someone you are comfortable sharing your experience of forced adoption with. They should act in your best interests, protect your privacy, and feel confident to communicate with the scheme on your behalf.

You might choose to have an assistance nominee because you want someone to talk to the scheme for you. This may be because you are unwell, living with disability, or find being reminded of your experience of forced adoption difficult.

Your assistance nominee can be anyone, including a friend, family member, legal guardian, support worker, or an organisation.

An assistance nominee can:

- Help you complete the application form
- Communicate with the scheme about your application
- Receive copies of letters and other correspondence from the scheme
- Give the scheme information about your application, such as updates to your contact details.

An assistance nominee cannot:

- Sign forms (such as this nominee form) on your behalf
- Sign a statutory declaration on your behalf
- Request an internal review
- Accept or reject your redress offer
- Withdraw your application
- Decide the contents of your redress package.

Legal nominee

You can choose someone to be your legal nominee **only** if there is a current legal arrangement in place for them to make decisions for you under state, territory, or Commonwealth law (for example, Power of Attorney, Guardianship, or an Administration Order).

A legal nominee **can** make decisions about your application for redress on your behalf. This arrangement is intended to ensure that people who may not be able to apply to the scheme or make decisions about their application on their own (for example, due to diminished capacity) can still access redress with someone acting on their behalf.

A legal nominee does not have to be a lawyer.

A legal nominee can:

- Perform all the same functions as an assistance nominee
- Make a redress application on your behalf
- Request an internal review on your behalf
- Accept/reject a redress offer on your behalf.

Do I need a nominee?

You do not need to appoint a nominee. However, you may appoint a nominee if you want support with your application or want someone to talk with the scheme or make decisions on your behalf.

Can I change my nominee?

You can change your assistance nominee at any time by having them contact the scheme in writing, or by contacting the scheme yourself and filling out a new nominee form. You can also choose to stop using a nominee.

A legal nominee can only be changed if your legal arrangements change.

The scheme retains discretion to contact all applicants

Even if you nominate someone to communicate with the scheme on your behalf, we reserve the right to contact you directly where we believe this may be appropriate. This includes instances

where we believe an assistance nominee may be seeking to act beyond their authorisation, or where they display unacceptable behaviour towards scheme staff, or otherwise act in a way that is contrary to your interests as an applicant.

What documents need to be provided?

You need to provide us with a signed and witnessed copy of the nominee form, as well as the following:

For assistance nominees

- A certified copy of one form of primary identification for your nominee.

For legal nominees

- A certified copy of the Power of Attorney, Guardianship Order, or Administration Order (or their equivalents in other states/territories).
- Certified copies of two identification documents for your nominee, one which must be a primary identification document that includes a photo of their face (such as a driver's license or passport). The second identity document can be another primary document or a secondary document.

Primary ID documents include:

- Australian or international passport
- Driver's licence, learner permit, firearm, or marine licence
- Proof of Age Card or KeyPass.

Secondary ID documents include:

- Commonwealth Government Concession Card (including Health Care Card)
- Department of Veterans Affairs Health Card
- Birth Certificate
- Working with Children Check Card
- Current Medicare Card

- Bank Statement issued by an Australian institution
- Utility Statement (gas, water, electricity, mobile or home phone)
- Student or Tertiary Institution Identification card.

personal information for the purpose of confirming your identity and communicating with you as the applicant’s appointed nominee, as consented to by you.

Your privacy is important and will be respected. The department complies with all relevant privacy laws to protect your information. For more information about the department’s Privacy Policy, visit <https://www.justice.vic.gov.au/your-rights/privacy/information-privacy-policy>.

Privacy information for nominees

The Historical Forced Adoptions Redress Scheme is administered by the Department of Justice and Community Safety (the department). The department is collecting your

More information

If you would like to discuss the process of choosing an assistance nominee, or whether a legal nominee is the correct approach for your situation, you can contact the scheme for a confidential discussion via the details below.

Email: forcedadoptions.redress@justice.vic.gov.au

Phone: 1300 217 425 Monday-Friday, 9:00am – 4:30pm (excluding public holidays)

Applicant details

Please complete this information about yourself as the applicant to the scheme.

Date	D	D	M	M	Y	Y	Y	Y
Application ID	Leave blank if you are not sure or have not yet been given an Application ID							
First name								
Middle name								
Surname								
Date of birth	D	D	M	M	Y	Y	Y	Y

Details of your nominee

If appointing a **person** as a nominee

Only complete this section if you are appointing a person as your nominee (do not complete this section if you are appointing an organisation as your nominee).

First name								
Middle name								
Surname								
Nominated person's date of birth	D	D	M	M	Y	Y	Y	Y
Address of the nominated person								
What is their relationship to you?								

If appointing an **organisation** as a nominee

Only complete this section if you are appointing an organisation as your nominee (do not complete if you are appointing a person as your nominee).

Name of organisation	Write the trading name of the organisation						
Address of organisation							
Australian Business Number (ABN) of organisation							
Full name of your contact person at the organisation							

Nominee contact details

Nominee's postal address							
Nominee's phone number							
Nominee's email address							
Nominees preferred contact method	<input type="checkbox"/> Letter	<input type="checkbox"/> Email	<input type="checkbox"/> Phone call				

Nominee type

Please tell us the type of nominee you would like to appoint

- Assistance nominee
- Legal nominee
(can only be appointed if there is a current legal arrangement in place for this person to make decisions for you under state, territory, or Commonwealth law - for example, Power of Attorney, Guardianship, or an Administration Order)

Please tell us why you are using a nominee

- My decision
- Power of Attorney
- Guardianship
- Administration order
- Other (please specify)

If you are choosing an assistance nominee, what would you like your nominee to do for you?

Do not complete this if you are appointing a legal nominee.

- Assistance to complete the scheme's application form
- Receiving letters/other correspondence from the scheme
- Communicating with the scheme about my application
- Giving the scheme information about myself, including updates to my contact details

When should we contact your nominee?

- When directed by you
- Instead of you
- When we cannot reach you
- Other reason (please specify)

Nomination

I nominate

Name of nominated person

To be my nominated person to act on my behalf for the purpose of applying to the Historical Forced Adoptions Redress Scheme.

Signature

Signature of person making the nomination

Name

Name of person making the nomination

Date

D D M M Y Y Y Y

Important: If you cannot sign this form

If you cannot sign this form, you can have a person who is properly authorised sign it for you. This can be your Power of Attorney, Guardian or Administrator as appointed by a court. You will need to attach documents that can confirm the person has authority to sign this form on your behalf (e.g., Power of Attorney documents).

Acceptance of nomination

I agree to be the nominated person

Signature

Name

Date

D D M M Y Y Y Y

Witness

I am not the person being nominated and I confirm the identity of the person being nominated is the person in the attached identification.

Signature

Name

Date

D D M M Y Y Y Y