

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 (the participant) 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?

A 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 a 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 nominee can be anyone, including a friend, family member, support worker, or an organisation.

A 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.

A 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.

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 on your behalf.

Can I change my nominee?

You can change your 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.

The scheme retains discretion to contact all participants

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 a 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 a participant.

What documents need to be provided?

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

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

Primary ID documents include:

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

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 personal information for the purpose of confirming your identity and communicating with you as the participant'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>.

More information

If you would like to discuss the process of choosing a nominee, 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)

Participant details

Date	D	D	M	M	Y	Y	Y	Y	
Case Number	Leave blank if you are not sure or have not yet been given a case number								
First 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								
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						

What would you like your nominee to do for you?

- 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

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