

## INSTRUCTIONS TO REQUEST A DUPLICATE OR AMENDED CLEARANCE DOCUMENT

These instructions detail the procedure to follow when requesting amendment to or duplicate of a Clearance Document.

### Request for Duplicate Clearance Document

If you require a duplicate document because the original clearance document provided to you by the NSW Health Department has been lost or destroyed please complete the form overleaf using the following steps as a guide:

- Complete **Part 1** of this form.
- Read and complete **Part 2**.
- Sign and date the form in the space provided at **Part 4**.
- Co-ordinator (if available) should complete their details in the space provided at **Part 4**.
- Obtain a bank cheque or money order for \$33 made payable to the NSW Health Department.
- Post this form and the bank cheque/money order to the CRC Co-ordinator at the University of Newcastle who will forward to NSW Health Dept.
- Please provide an express post envelope (addressed to NSW Health Dept. LMB 961 North Sydney, 2059) to ensure a quick reply.

NSW Health Department Employment Screening & Review Unit will produce a duplicate clearance document upon receipt of this request which will be returned as requested to the student or student co-ordinator. A duplicate clearance document will issued within two weeks upon the receipt of complete documentation.

### Amendment to details on a Clearance Document (NOTE: The Original clearance document must be returned to NSW Department of Health)

If you require an amendment to be made to the clearance document provided by NSW Health Department please complete the form overleaf using the following steps as a guide:

- Complete **Part 1** of this form, **show correct details only**
- Read and complete **Part 3** detailing the incorrect or changed information which appeared on your original clearance document.
- Sign and date the form in the space provided at **Part 4**.
- If the amendment is due to a name change, you must provide certified copies of your documents supporting your name change with this application to forwarding to NSW Health Dept.
- **Hand this form and your original incorrect document to the student co-ordinator (if available) at your university. Do not make a copy of the original clearance document.**
- Please provide an express envelope to ensure a quick reply.
- Co-ordinator should complete their details in the space provided at **Part 4**, then forward the request and student's original document to Employment Screening & Review Unit.

NSW Health Department-Employment Screening & Review Unit will produce an amended clearance document which will be returned as requested to the student or student co-ordinator. Please note that processing of amended clearance documents should take no longer than two weeks as a new criminal record check may be required. This is dependent on what information has changed.

**SEE OVERLEAF**

**REQUEST FOR CLEARANCE DOCUMENT**  
**DUPLICATE / AMENDMENT**

**Part 1 – Student’s correct details (this section must be completed)**

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

**University/TAFE:** \_\_\_\_\_

**Date of original clearance document:** \_\_\_\_\_

*Complete Part 2 for a Duplicate or Part 3 for an Amendment*

**Part 2 - Request for Duplicate Clearance Document**

*Please complete the following statement:*

I \_\_\_\_\_ declare that I have lost/destroyed my original clearance for clinical placement document provided by the NSW Health Department. Should I locate my original document I agree to destroy the duplicate document provided in this instance.

*Now complete Part 4 and attach a \$33 bank cheque/money order payable to “NSW Health Department. Post all forms to CRC Co-ordinator, University of Newcastle, Student Services Centre, Callaghan Campus or drop them at Hunter Hub, Callaghan.*

**Part 3 - Request for Amendment to Clearance Document**

**(NOTE: The Original Clearance document must be returned to NSW Department of Health) along with certified copies of any ‘name change’ documents.**

*Please complete the following statement:*

I \_\_\_\_\_ declare that the following details are incorrect on my original clearance for clinical placement document provided by the NSW Health Department. My correct details appear in Part 1 of this form.

**Incorrect details as shown on original clearance document:**

\_\_\_\_\_  
\_\_\_\_\_

*Now complete Part 4 then hand this form and your incorrect original document to the student co-ordinator at your university.*

**Part 4 – Signature and date section**

**Student**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Clinical/Course Co-ordinator (if available)**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

University/TAFE: University of Newcastle

Date: \_\_\_\_\_