

Redress for Historical Institutional Abuse

Application form

Redress

The Redress for Historical Institutional Abuse (Redress) is for people who experienced physical, emotional, or psychological abuse and neglect as children in institutional settings in Victoria before 1990.

This form is an alternative to the online application form. For information on how to apply and where to send this application form, visit [Apply for Redress for Historical Institutional Abuse webpage](#), <https://services.dffh.vic.gov.au/apply-redress-historical-institutional-abuse>.

The types of abuse and neglect covered in Redress are explained below.

You may find content in this application form distressing. If you would like to talk to a professional with experience in trauma, please contact one of the free and confidential support services below.

24-hour support services

In an emergency call Triple Zero (000)

- BeyondBlue - 1300 224 636
- Lifeline - 13 11 14
- 1800RESPECT - 1800 737 732
- 13YARN - 13 92 76
- Full Stop Australia - 1800 385 578 or 1800 211 028
- MensLine - 1300 789 978
- Suicide Call Back Service - 1300 659 467

Help to apply

These Redress services can help you apply:

- Care Leavers Australasia Network (CLAN) - 1800 008 774
- Child Migrants Trust - 1800 04 05 09
- Connecting Home - 8679 0777
- Drummond Street Services - 9663 6733
- In Good Faith Foundation - 1300 124 433
- Open Place (Relationships Australia Victoria) - 1800 779 379
- Victorian Aboriginal Child and Community Agency (VACCA) - 9287 8800

Types of abuse and neglect covered

This section explains what abuse and neglect is covered in Redress.

Physical abuse is when someone injures you on purpose. This could be hitting, punching, kicking, burning, shaking, or holding you down so you cannot move.

Psychological or emotional abuse is when someone hurts you with their words or actions so much that it has a lasting impact. This could be ignoring you, threatening you, putting you down, making you feel bad about yourself, or isolation from family.

Neglect is when someone who should be taking care of you does not give you the things you need to be healthy and happy, and this has a lasting impact on you. This could be food, clothes, love, or medical care or access to education.

Part 1: Personal information

We need this information to confirm who you are and to find your records. If someone is helping you, they should add their details in the 'support person' section of this form. The information in this application form must be true and correct.

About you

1. What is your legal name? (official name used on legal documents)

Mr/Mrs/Ms/Miss

First name

Middle name

Surname

2. What is your preferred name? (what you like to be called)

- The legal name above
- Use a different name (please specify below)

3. Have you been known by another name/s?

- Yes
- No
- Unsure

Please provide other names below (if known)

4. Have you legally changed your name?

- No
- Yes (please attach proof of the name change)

5. What is your date of birth (DOB)?

If unsure of your DOB, use 01/01/YEAR or use 'X' for unknowns. For example, XX/10/1951.

6. Do you have a fixed address? (permanent place where you live)

- Yes (Go to question 7)
- No (Go to question 8 – add in your postal address or question 13 - add an email)

7. What is your residential address? (where currently you live)

Street number/PO box

Street name

Suburb

Postcode (4 numbers)

State

Country

8. What is your postal address? (where your mail is sent)

- Same as residential address above (please leave address details below blank)
- Different to above (please complete address details below)

Street number/PO box

Street name

Suburb

Postcode (4 numbers)

State

Country

The questions below help us support you and address you correctly (questions 9–11). We will not share this information with other institutions.

9. What is your gender?

- Male
- Female
- X (indeterminate / intersex / unspecified / non binary)

If your gender is not written above, please provide it below:

10. Do you identify as Aboriginal or Torres Strait Islander?

- Aboriginal
- Torres Strait Islander
- Both
- No
- Prefer not to say

Contacting you

We need this information to know how you want to be contacted.

11. Who would you like us to contact about your application?

Select any which apply.

- You (please complete questions 12–17)
- Nominee (please complete questions 18–25)
- Support person (please complete questions 26–33).

12. Your preferred method of contact

- Email
- Phone
- SMS
- Post

13. Your email

14. Your phone number

15. Can we send you text messages?

- Yes
- No

16. Can we leave you voice messages?

- Yes
- No

17. If you need help communicating, please tell us below (interpreter, AUSLAN)

Nominee

This section is for nominees. If you have asked someone to be your nominee, they need to complete this section. If not, leave this section blank.

A nominee is someone who can legally act on your behalf. For example:

- has the legal right to make decisions for you through a power of attorney.
- is your guardian or helps manage your money because of a court order.

Important: This person needs to give us 2 certified copies of identification documents, like a driver's licence, and proof that they can act for you.

18. Is a nominee acting on your behalf?

No (leave questions 19-25 blank)
 Yes (complete questions 19-25)

19. Under which authority is this nominee acting on your behalf? (please attach a copy of the document)

Power of attorney
 Guardianship order
 Financial management order
 Other (please tell us below)

20. Nominee name (full legal name)

21. Nominee relationship (how you know the nominee)

22. Nominee preferred method of contact

Email
 Phone
 SMS
 Post

23. Nominee email**24. Nominee phone number****25. Nominee postal address**

Street number/PO box

Street name

Suburb

Postcode (4 numbers)

State

Support person or organisation

If someone is helping you with your application, please tell us.

This could be a friend, family member, or organisation.

Important: A support person cannot apply for you, and they cannot accept or decline an offer of Redress for you.

Please note: If you want a support person you **still need to give us** your phone number in question 14.

26. Do you have a support person/organisation helping you?

- No (leave questions 27 - 33 blank)
- Yes (answer questions 27 - 33)

27. When should we contact this support person or organisation?

- When you tell us
- When we can't reach you
- At all times
- At other times – please specify below:

28. Support person/organisation name

29. Support person/organisation relationship

30. Support person/organisation preferred method of contact

- Email
- Phone
- SMS
- Post

31. Support person/organisation email

32. Support person phone number

33. Support person postal address

Street number/PO box

Street name

Suburb

Postcode (4 numbers)

State

Confirming your identity

This information will help us confirm who you are. The information is kept securely and only used for Redress.

You need to provide certified copies of 2 identity documents.

- These documents need to show your legal name as written on application form.
- One document must show your date of birth.

If you cannot get the documents certified, you need to take a photo of yourself holding the identity documents.

34. How will you confirm your identity? (choose 2)

- Bank statement issued by an Australian institution
- Driver's licence, learner's permit, firearm licence or marine licence (copies of both sides)
- Medicare card
- Passport or citizenship certificate
- Keypass
- Commonwealth Government concession card (including health care card)
- Department of Veterans Affairs card
- Birth certificate
- Working with Children Check card
- Pensioner concession card
- Bank card (copies of both sides) issued by an Australian institution
- Utility statement (gas, water, electricity, internet, mobile or home phone)
- Australian Taxation Office assessment
- Student or tertiary institution identification card
- Executed lease agreement.

Beneficiaries

You can choose someone to receive the Redress payment should you die before your application is approved and before you receive payment.

Please give them the collection notice and check they agree to you giving us their information.

If you want to choose more than one person, attach a list with their names and the percentage of the payment they should get. Please make sure you sign the list.

35. Who would you like your Redress payment to go to if you die?

- one beneficiary
- more than one beneficiary
- my estate
- no payment

If you wish to nominate **one beneficiary**, please fill in their details below (36–42). If not, leave it blank.

36. Beneficiary name**37. Beneficiary relationship****38. Beneficiary date of birth (please use format DD/MM/YYYY)****39. Beneficiary preferred method of contact**

- Email
- Phone
- Post

40. Beneficiary phone number**41. Beneficiary email****42. Beneficiary postal address**

Street number/PO box

Street name

Suburb

Postcode (4 numbers)

State

Payments to estates

If you want your payment to go to your estate, fill in the details between 43 and 48. If not, you can leave it blank.

43. Executor of will**44. Company name****45. Executor preferred method of contact**

- Email
- Phone
- Post

46. Executor email**47. Executor phone****48. Executor postal address**

Street number/PO box

Street name

Suburb

Postcode (4 numbers)

State

Part 2: Experience of abuse and neglect

To determine if you're eligible, we'll need some information about the abuse and/or neglect you experienced in Victorian institutional setting(s) below.

We understand that it can be difficult to revisit past experiences of abuse or neglect. If you need any help with this section, please reach out to one of the support organisations listed. They are available to help you through this process.

If you need immediate help to manage the emotional impact of applying for Redress, 24-hour phone help is available through:

- **BeyondBlue**: 1300 224 636
- **Lifeline**: 13 11 14
- **1800RESPECT**: 1800 737 732
- **13YARN**: 13 92 76
- **Full Stop Australia**: 1800 385 578 or 1800 211 028
- **Mensline**: 1300 789 978
- **Suicide Call Back Service**: 1300 659 467.

Sexual abuse is not included in this scheme and does not need to be disclosed. For help with this contact the National Redress Scheme on 1800 737 377 or on the [National Redress Scheme](#) website <https://www.nationalredress.gov.au>.

49. Please outline the abuse/neglect you experienced

Please note: We only need 300 words or less. To share more of your experience, you can add an attachment to your application. You only need to provide enough information to show that you have experienced one type of abuse or neglect, not every instance.

Details of the institutional setting(s) you were placed in

To help us understand your experiences, please tell us about the places you lived in before 1990.

Don't worry if you can't remember all the details or exact dates. Any information you can provide is helpful. We may be able to find more information later.

We have included space for up to 3 institutions, if you would like to include more, please add an attachment to your application with further information.

Important note: If you were placed in a justice facility as a child because you were found guilty of an offence, and you were **not** a state ward or under any other protective order, Redress may not be able to help you. If you're unsure, please ask us.

50. Institutional setting 1

Name

Institution type

- Orphanage
- Children's home
- Mission
- Dormitory
- Group cottage house
- Health and mental health facilities providing ongoing care
- Justice facility
- Disability facility
- Educational institution attached to institutional care settings
- Foster Care Kinship care
- Don't know

Dates at institution

51. Institutional setting 2

Name

Institution type

- Orphanage
- Children's home
- Mission
- Dormitory
- Group cottage house
- Health and mental health facilities providing ongoing care
- Justice facility
- Disability facility
- Educational institution attached to institutional care settings
- Foster Care Kinship care
- Don't know

Dates at institution**52. Institutional setting 3****Name****Institution type**

- Orphanage
- Children's home
- Mission
- Dormitory
- Group cottage house
- Health and mental health facilities providing ongoing care
- Justice facility
- Disability facility
- Educational institution attached to institutional care settings
- Foster Care Kinship care
- Don't know

Dates at institution

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53. If you can't recall the information above, please share any details you do remember about the institution(s) below:

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Prior payments

This section asks you about any payments you may have received in relation to abuse and/or neglect in Victorian institutional settings (questions 54–64). When you apply, you must declare any payments you have received from other schemes. The information must be true and correct. We will check prior payments in different ways.

We may share your name, date of birth, and the name of any institution you lived in, with:

- the institution, to confirm your time living there, and any prior payments they gave you
- our lawyers and insurer to confirm any prior payments they gave you
- other Australian government departments and other organisations that offer redress, to confirm any prior redress payments they gave you.

We need this information so we can calculate the final Redress payment.

This means you may receive the full amount, part of it or no payment at all. This will depend on your eligibility and any prior payments you have already received.

Relevant payments are:

- advance redress payments.
- payments in settlement of civil claims for sexual and non-sexual abuse and/or neglect in care from all institutions.
- National Redress Scheme (NRS) payments for abuse in Victorian institutional settings.
- institutional redress scheme payments (Towards Healing, the Melbourne Response, Pathways Victoria, Kooyoora Independent Redress Scheme and the Salvation Army).

54. Have you received any payments in relation to any abuse/neglect in Victorian institutional settings?

Yes

No

Don't know

Payment 1

55. Payment source

- Advance redress payment
- Civil claim
- National Redress Scheme payment
- Institutional Redress Scheme

56. Payment amount

57. Date of payment

Payment 2

58. Payment source

- Advanced redress payment
- Civil claim
- National Redress payment
- Institutional Redress Scheme

59. Payment amount

60. Date of payment

Payment 3

61. Payment source

- Advanced redress payment
- Civil claim
- National Redress payment
- Institutional Redress Scheme

62. Payment amount

63. Date of payment

64. Any other details about the prior payment/s

Part 3: Declarations and consent

I agree that:

- the department can search its records for information about my time in institutions.
- the department can search its records to check if I've received prior payments.
- the department can share my information with other organisations to confirm my time in institutions and check if I have received prior payments.
- the department can share my information with other Australian government departments and other organisations that offer redress to confirm any prior redress payments that I received.
- those organisations can share information about me with the department.
- the department may collect information about me or others that is reasonably necessary to investigate or refer for investigation, allegations of:
 - fraud or
 - harm to children
- the department may share my information with:
 - police, to allow allegations of fraud to be investigated
 - police and regulators, such as the Commission for Children and Young People, to allow allegations of harm to children to be investigated.
- the department may share my information with others that include but are not limited to child protection and other relevant areas in the department, as required or authorised by law.
- the department can collect and use my personal information, including sensitive information, for the reasons explained above and as in the collection notice.

I declare that:

- I have read and understood everything written above.
- the information I have provided is true and correct.

Important: You can request to see records the department holds about you. You can find out how to do this on the website: <https://dffh.vic.gov.au/making-freedom-information-request>.

Or you can use the online form: <https://online.foi.vic.gov.au/foi/request.doj>. To request to see National Redress Scheme records the Department of Social Services holds about you, see this website: <https://www.nationalredress.gov.au/>.

To find out how we will share and use your information, please read the collection notice in the document, [Information for Applicants](https://services.dffh.vic.gov.au/victorian-redress-historical-institutional-abuse-information-applicants-word), <https://services.dffh.vic.gov.au/victorian-redress-historical-institutional-abuse-information-applicants-word>.

Applicant signature**Date signed****Nominee signature (if applicable)****Nominee signature****Date signed**

Part 4: Checklist

Please make sure you have completed all relevant sections in the application form.

Check the boxes below to make sure you have included these documents and information.

- Certified copies of 2 forms of current identity documents:
 - These documents need to show your legal name as you have written in the application form.
 - One document must show your date of birth.
- Certified copies of 2 forms of current identity documents for a nominee, and evidence of their authority to act on your behalf (if applicable)
- A copy of proof of any name changes you have (if applicable)
- Supporting documents (such as a 'time in care' certificate) (if applicable)
- Details of prior payments - including the source of the payment and payment amount (if applicable – see questions 54–64)
- List of beneficiaries including the percentage of the Redress payment you would like each beneficiary to receive (if applicable – see questions 36–42).

To receive this form in another format, email Redress team at

victorianredress@dffh.vic.gov.au.

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Available at [Apply for Redress for Historical Institutional Abuse](https://services.dffh.vic.gov.au/apply-redress-historical-institutional-abuse) <https://services.dffh.vic.gov.au/apply-redress-historical-institutional-abuse>