

INFORMATION SHEET **REQUEST FOR PSYCHOLOGY RECORD**

From 29 November 2013, all mental health documentation raised for you from this date will be filed on your medical record. Documentation related to recruitment and occupation suitability assessment activities and any mental health documentation completed prior to 29 November 2013 will be retained on your psychology record. **If the information you are seeking is not on your psychology record, it is advised that you obtain a copy of your medical record (including psychiatric reports).** Further information on how to obtain your medical record can be found via <http://www.defence.gov.au/Records/>.

The Directorate of Occupational Psychology only manages the release of psychology records for current serving members. If you an ex serving member and require psychology, medical or psychiatric records, you need to request the members records from Defence Archives at adf.records@defence.gov.au.

Defence Force Recruiting manages the release of psychology records for Defence applicants. You need to request the records from Defence Force Recruiting at hqdfpsych@defence.gov.au.

What is the request for psychology record form for?

This form is to be used for current serving Defence members or their next of kin, advocate or other third party to request information held on their **psychology record** which is held in the custody of the Director Occupational Psychology.

Please note: No information will be provided to anyone other than the Defence member unless written authorisation has been provided by that person. If the member is deceased, proof of death and proof of relationship must be provided including identity documents. You can request an interim death certificate from the Coroner.

Proof of identification of the requester

Identification of the requester must be provided. Acceptable forms of identification include a copy of one of the following: an official identity document which includes a signature or signature and photo, eg passport, driver's licence, pension card, tertiary institution ID card. Do not provide credit card information as a form of identification.

Proof of relationship

For anyone other than the Defence member, proof of relationship must be established through documents such as: marriage certificate, birth certificate, death certificate, power of attorney or statutory declaration.

If the Defence member is incapacitated and unable to sign the requested paperwork, the authorised representative is to sign, provide proof of their identity and documentation of their authority to act on behalf of the Defence member (eg certified copies of the power of attorney, Will, death certificate or interim death certificate).

Proof of name change

Where necessary, proof of name change is required to establish proof of identification and/or proof of relationship, eg marriage certificate, deed poll, etc.

Requesting your psychology record

You can request:

A complete copy of your psychology record.
Other - specific parts of the record (e.g. range of dates or specific assessment/report).

To aid us in responding to your request we require the following details:

- a. Member's full name (including any name changes or alias)
- b. Date of birth
- c. Current address and contact telephone number
- d. Complete service details (including PMKeyS or service number, date of enlistment) (if applicable).

It is important that you provide accurate information to enable the psychology record, or particular document sought, to be positively identified.

Your telephone number is required to assist in gaining clarification of your request, or further information if necessary.

The request is to be made in writing, or using the request for psychology record form, and must be signed by you (the Defence member or authorised representative).

We cannot provide your psychology record if your correspondence is not signed (either hand or electronic) or proof of identity (eg drivers licence) is not provided. These may be sent by post or electronically attached to an email.

Timeframes for completion

Release of records to you can sometimes take more than 30 days to finalise. If there is a reason that the records are required urgently, please provide the reason for urgency, including the latest date that the documents are required. We will attempt to respond by the requested date but cannot guarantee a response within your timeframe.

How your psychology record will be provided

The Directorate Occupational Psychology provides scanned copies of the psychology record via email or paper to the nominated postal address. We will not inform the Defence member that the record has been sent to the third party.

Submission of request for psychology record form

The preferred method for the Directorate Occupational Psychology to receive your request plus identity documents is via e-mail to: dpsych@defence.gov.au.

Alternatively, this completed form and identity documents can be sent via mail to:

Director Occupational Psychology
CP3- 7-063
PO Box 7912
CANBERRA BC ACT 2610

Telephone: 02 6266 3285