

## INSTRUCTIONS TO REQUEST A DUPLICATE OR AMENDED CLINICAL PLACEMENT AUTHORITY DOCUMENT

These instructions detail the procedure to follow when requesting amendment to, or duplicate of a Clinical Placement Authority document.

### Request for Duplicate Clinical Placement Authority Document

If you require a duplicate document because the original document provided to you by the NSW Department of Health 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 Department of Health.
- Post this form and the bank cheque/money order to the Employment Screening and Review Unit, NSW Department of Health, LMB 961, North Sydney NSW 2059
- Please provide an express post envelope to ensure a quick reply.

The Employment Screening and Review Unit will produce a duplicate Clinical Placement Authority document upon receipt of this request and completed documentation. The duplicate will be posted to the student or student co-ordinator within one week.

### Amendment to details on a Clinical Placement Authority Document

**(NOTE: The original clearance document must be returned to the NSW Department of Health)**

If you require an amendment to be made to the Clinical Placement Authority document provided by NSW Department of Health 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 Clinical Placement Authority document.
- Sign and date the form in the space provided at **Part 4**.
- **Hand this form and your original incorrect document to the student co-ordinator (if available) at your University/TAFE. Do not make a copy of the original clearance document.**
- Please provide an express post envelope to ensure a quick reply.
- The Co-ordinator should complete their details in the space provided at **Part 4**, then forward the request and student's original document to the Employment Screening and Review Unit.

The Employment Screening and Review Unit will produce an amended Clinical Placement Authority 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 CLINICAL PLACEMENT AUTHORITY 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 document:** \_\_\_\_\_

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

**Part 2 - Request for Duplicate Clinical Placement Authority Document**

*Please complete the following statement:*

I \_\_\_\_\_ declare that I have lost/destroyed my original Clinical Placement Authority document provided by the NSW Department of Health. Should I locate my original document I agree to destroy this duplicate document.

**Now complete Part 4 then send this form with a \$33 bank cheque/money order payable to **NSW Department of Health LMB 961, North Sydney NSW 2059.****

**Part 3 - Request for Amendment to Clinical Placement Authority Document**

**(NOTE: The original Clinical Placement Authority document must be returned to NSW Department of Health)**

*Please complete the following statement:*

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

**Incorrect details as shown on original Clinical Placement Authority document:**

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

**Now complete Part 4 then hand this form and your incorrect original document to the student Co-ordinator at your University/TAFE.**

**Part 4 – Signature and date section**

**Student**

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

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

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

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

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

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

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

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