

# Claim for Expenses

## Victims Support Scheme

If you have applied for financial assistance through the Victims Support Scheme, you can claim additional expenses as part of your existing application for support.

### When can I use this form?

This form can only be used after you have completed the [Application for Support](#) to apply for financial assistance.

The [Application for Support](#) is available on the Victims Services website.

You can use this form each time you need to claim new expenses for a period of 5 years from the date your approved application for financial support was made, or until the support amount you are entitled to is exhausted, whichever comes first.

### What expenses can I claim?

You can only claim expenses directly related to the act of violence or act of modern slavery described in your initial application form.

For information about the types of expenses and amounts you can claim, please visit the Victims Services website to learn more about [financial assistance for immediate needs](#) and [financial assistance for economic loss](#).

### Important information

If you have received a rebate from Medicare, a health fund or another organisation for the costs you are claiming, Victims Services will reimburse the amount not covered by the rebate.

If information regarding applicable rebates is not received the expense may not be approved.

### What should I include with this form?

You must include the following supporting documents with this form:

- copies of itemised invoices, receipts or treatment plans
- evidence of any rebates from Medicare or private health insurance.

The documents need to:

- be clear and legible
- show the organisation's name, ABN and contact details.

Victims Services may contact suppliers and service providers to verify the information provided.

### How do I make a claim for my expenses?

- 1 Complete this form.** If handwriting, please make sure your responses are written clearly and use BLOCK LETTERS.
- 2 Gather the required supporting documents.**
- 3 Send us your completed form and documents:**  
**Email:** [vs@dcj.nsw.gov.au](mailto:vs@dcj.nsw.gov.au)  
**Post:** Commissioner of Victims Rights  
 Victims Services  
 Department of Communities and Justice  
 Locked Bag 5118  
 Parramatta NSW 2124

## Part 1: Details of the person claiming expenses

### 1. Your details

First given name

Second given name(s)

Family name

Date of birth      /      /  
DAY      MONTH      YEAR

Victims Services reference number

### 2. Your contact details

Email

Postal address

Suburb      State      Postcode      Country

Primary contact number

## Part 2: Expenses you are claiming

### 3. Please provide details of the expenses you are claiming in the table below

Type of cost	Name of service provider or company	Date of the invoice or receipt (dd/mm/yyyy)	Amount	Has this been paid?	Was a rebate claimed from Medicare or a private health insurer?	Amount of rebate
A.			\$			\$
B.			\$			\$
C.			\$			\$
D.			\$			\$
E.			\$			\$

### 4. Please describe how each of these costs directly relate to the act of violence or modern slavery

#### Privacy notice

The information that you give on this form is collected, used, held and disclosed by the Commissioner of Victims Rights<sup>1</sup> in accordance with the [Department of Communities and Justice's \(DCJ\) Privacy Policy](#) for the purpose of administering the Victims Support Scheme and related functions under the *Victims Rights and Support Act 2013*. It is important you understand your privacy rights. For full information on how DCJ handles your information, please call us on **1800 633 063** or visit the [DCJ website](#).

<sup>1</sup>Victims Services, Department of Communities and Justice, Locked Bag 5118, Parramatta ([vs@dcj.nsw.gov.au](mailto:vs@dcj.nsw.gov.au)).

## Contact Victims Services

📞 **Call** the Victims Access Line on **1800 633 063** or the Aboriginal Contact Line on **1800 019 123**

✉️ **Email** [vs@dcj.nsw.gov.au](mailto:vs@dcj.nsw.gov.au)

🌐 **Visit** [victimsservices.justice.nsw.gov.au](http://victimsservices.justice.nsw.gov.au)

If you have a hearing or speech impairment, call the National Relay Service on **13 36 77** (TTY) or **1300 555 727** (Speak and Listen).

If you need an interpreter, call the Translating and Interpreting Service on **13 14 50**.