

Victims Support Scheme

How to collect information to support your application guide

Victims Support Scheme helps people who have been injured by a violent crime in NSW. All victims of violent crime can get help with information and referrals.

We can help with:

- Counselling
- Financial assistance for immediate needs
- Financial assistance for economic loss
- Recognition payment.

If you, or someone you are supporting, is a victim of violent crime and would like to apply, we need you to send us information to support your application.

There are four templates you may use to collect the information we need.

1. Certificate of Injury
2. Certificate of Earnings
3. Government-funded organisation report
4. Expense form

These are only a guide and you don't have to use them. You can give us the information in another way. This table below shows what help you can get and what templates you can use to collect the information we need.

Support type	Information we need	Templates you may use	Who can fill in the template
Counselling	Application form	n/a	n/a
	Government-issued identification (ID)	n/a	n/a
Financial assistance for immediate needs	Application form	n/a	n/a
	Government-issued identification (ID)	n/a	n/a
	Police* or another government/ government-funded organisation, or a medical report	Government-funded organisation report (if the violent crime was not reported to police) or Certificate of Injury	Government or government-funded organisation or a medical practitioner or other health professional
	Tax invoices, receipts or treatment plans	Expense form (for new costs you want to claim after submitting your application)	You

Support type	Information we need	Templates you may use	Who can fill in the template
Financial assistance for economic loss	Application form	n/a	n/a
	Government issued identification (ID)	n/a	n/a
	Police* or another government/ government-funded organisation	Government-funded organisation report (if the violent crime was not reported to police)	Government or government-funded organisation
	Medical, dental or counselling report	Certificate of Injury	A medical practitioner or other health professional
	Tax invoices, receipts, treatment plans, and/or Certificate of Earnings	Expense form (for new costs you want to claim after submitting your application) Certificate of Earnings	You Your employer or your accountant (if you are self-employed)
Recognition payment	Application form	n/a	n/a
	Government issued identification (ID)	n/a	n/a
	Police* or another government/ government-funded organisation	Government-funded organisation report (if the violent crime was not reported to police)	Government or government-funded organisation
	Medical, dental or counselling report	Certificate of Injury	A medical practitioner or other health professional

* If the violent crime was reported to the police, you do not need to send us a police report – just provide as much information as you can in the application form.

What government ID do you accept?

Make sure you include a copy of a current government issued ID when you submit your application. You are not required to provide original copies - this may be a screenshot.

This could be a:

- driver licence
- passport
- Medicare card or
- card issued by Centrelink.

If you do not give us ID, we may not accept your application.

How do I get the medical, dental or counselling report to support my application?

Contact the health service you went to (a doctor, dentist or counsellor), and ask them for your records. Tell them you need it because you are applying to Victims Services for support.

Or, you could ask your health practitioner to complete the Certificate of Injury template. You have a right to access information about you.

To learn about how to get your health records, go to www.ipc.nsw.gov.au/fact-sheet-accessing-your-health-information-nsw.

To learn about how to get records the government may hold about you, go to www.ipc.nsw.gov.au/fact-sheet-your-right-access-government-information.

Important information

We will reimburse the cost of getting copies of existing records if your application is successful.

We will not cover the cost of new reports created for the purposes of supporting your application, except in the case of a report provided by a Victims Services Approved Counsellor.

Who should I contact to find out more?

Victims Access Line: 1800 633 063 | **Aboriginal Contact Line:** 1800 019 123

Business hours: Monday to Friday 9am to 5pm (excluding public holidays)

Email: vs@dcj.nsw.gov.au **Website:** victimsservices.justice.nsw.gov.au