

## Family Victims

A fact sheet about supporting documents

### Proof of identity

One form of Government issued ID is required to apply to the Victims Support Scheme.

Examples of documents that show proof of your identity include:

- Medicare card
- Passport
- Centrelink card
- Birth certificate
- Driver licence
- Marriage certificate
- Photo Card
- Change of name certificate.

You can provide copies or images. Original documents should NOT be sent.

### Relationship to the victim

Family victim

You must be a family member of a homicide victim to be eligible for family victims support.

The following documents can be submitted as evidence:

- Birth Certificate
- Marriage Certificate
- Relationship registration certificate (see Relationships Register Act 2020)
- Death Certificate
- Medicare Card
- Letters from Centrelink or any other Government Agency.

The above documents can also be submitted as evidence of a step relationship, including a step-parent, step-child and step-sibling.

### De facto relationship

If you were in a de facto relationship with the victim, you must show that you lived together for at least 2 years prior to their death.

The following documents can be submitted as evidence:

- Joint lease agreements
- Joint loan or ownership documents for major assets like homes, cars or major appliances
- Household bills in both names (e.g. electricity, gas, internet, insurance etc.)
- Joint bank account statements
- Postal evidence with both names (also including mail redirect evidence)
- Car insurance policy showing both cars garaged at address
- Centrelink and Australian Tax Office documents showing relationship and dependency through financial benefits paid or received
- Beneficiary entitlements through a will, life insurance policy, superannuation payment or compensation payment.

The above documents can also be submitted as evidence of a step relationship, including a step-parent, step-child and step-sibling.

### Financial dependence

If you are claiming as a family member who was financially dependent on the victim, you must submit at least one of the following documents unless you are a child of the victim who was under 18 years of age at the time of the act of violence:

- Joint lease agreements
- Joint loan or ownership documents for major assets like homes, cars or major appliances
- Household bills in both names (e.g. electricity, gas, internet, insurance etc.)
- Bank account statements that show regular/ongoing financial contributions by the victim
- Centrelink documents showing relationship and dependency through financial benefits received
- Australian Tax Office documents showing relationship and dependency through financial benefits received
- Beneficiary entitlements through a will, life insurance policy, superannuation payment or compensation payment.

## Financial support

### Financial assistance

If you are claiming financial assistance for immediate needs including costs for security upgrades, relocation and crime scene cleaning and/or financial assistance for economic loss including justice related costs, you must submit:

- Receipts, tax invoices and quotes
- Information regarding how the expense relates to the act of violence
- Receipts and/or tax invoices as proof of payment (for economic loss claims only).

If you are claiming travel expenses to the victim's funeral (financial assistance for immediate needs) and/or to attend justice related events such as criminal and coronal proceedings and meetings with police/ODPP (financial assistance for economic loss), you must submit:

- Completed [Family Victims Travel Expenses Declaration Form](#).

Costs for accommodation, travel and other incidentals will be paid at the NSW Crown Employees Meal, Travelling and other Allowances rate.

Please retain receipts, tax invoices and quotes for your travel as these may be required in support of your claim.

### Funeral expenses

If you are claiming expenses related to the victim's funeral, you must submit:

- Receipts, tax invoices and quotes;
- Information regarding how the expense relates to the victim's funeral; and
- Proof of payment (if applicable).

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### 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](mailto:vs@dcj.nsw.gov.au) **Website:** [www.victimsservices.justice.nsw.gov.au](http://www.victimsservices.justice.nsw.gov.au)

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