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If you are applying on behalf of a child younger than 9, please visit [Help for children younger than 9 page](#) and then contact your local early childhood partner.

If you are a person with disability aged 9 - 65 years who would like to join the NDIS, you will need to meet the access requirements. To find out more, visit the [NDIS access criteria](#) page.

If you think you meet these requirements you can:

- contact your [local NDIS office](#) or [local NDIS partner](#) and ask them to support you to connect to disability supports in your local area or support you to apply to the NDIS, if you are eligible
- phone the NDIS on 1800 800 110.

In some areas, we don't have early childhood partners or local area coordination partners.

In non-partner areas we recommend you contact us on 1800 800 110 to be supported to [apply to the NDIS](#) .

To apply for the NDIS you will need to provide information about your age, residency and disability or need for early intervention. We call this supporting information.

## Access Request Form

If you do not have access to a partner, you can also download and complete the NDIS Access Request Form and email it to [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au) with supporting information.

Your treating health professional will need to complete Section 2 of the Access Request Form or if you have existing reports or assessments you can send them to us with your completed form.

If you need help to apply, please contact your [local early childhood or local coordination partner](#), or [NDIS Office](#) .

# Completing your Access Request Form and supporting information

We know that gathering your information can take time. Please take all the time you need to complete the form before returning it to us.

Your Access Request Form needs a signature. If you are completing it digitally, you can use a digital signature. You must complete the digital signature last.

If you make any changes to the form after you have signed it, you will need to sign it again, at the end.

If you are unable to sign your Access Request Form with a digital signature you can phone 1800 800 110 and make a Verbal Access Request.

## Gathering your supporting information

To understand what supporting information you need to provide, you can refer to [providing evidence of your disability](#).

No matter how you apply, you will need to provide us with the same information and evidence to support your access request.

Please take all the time you need to gather supporting information to confirm your:

- Age
- Residency
- Disability or need for Early Intervention.

### Age

You will need to provide us with information to confirm your age.

If you are a Centrelink customer you can let us use your Centrelink record to confirm your age by:

- ticking Yes to consent on page 6 of the Access Request Form, or
- saying yes when you are asked about this consent during a verbal access request.

Or you can send copies of one of the following:

- birth certificate
- current passport biodata page (i.e. page containing photograph)

- proof of age card (issued by state licensing authorities); or
- driver's license.

### Residency

You will need to provide us with information to confirm your residency.

If you are a Centrelink customer you can let us use your Centrelink record to confirm your residency by:

- ticking Yes to consent on page 6 of the Access Request Form, or
- saying yes when you are asked about this consent during a verbal access request.

Or you can send copies of one of the following:

- birth certificate
- Australian Citizen or Naturalisation Certificate
- Foreign passport or travel document which includes a valid Australian Permanent Residency Visa or Protected Special Category Visa.

### Disability or need for early intervention

You will need to provide us with information to confirm your disability or need for early intervention. The easiest way to do this is to provide us with:

- copies of existing reports, assessments and/or letters
- section 2 of the Access Request Form completed by your treating health professional.

If you need more information please read the [evidence requirements](#) section.

## Returning your Access Request Form and supporting information

You can return your Access Request Form and supporting information to us when you (or your authorised representative) have:

- completed all the relevant sections of the Access Request Form
- signed and dated the Access Request Form

- gathered your supporting information.

You can return your Access Request Form and supporting information to us by:

- email to [NAT@ndis.gov.au](mailto:NAT@ndis.gov.au), or
- post to GPO Box 700, Canberra, ACT 2601

Email is the quickest way to:

- return your Access Request Form and supporting information
- receive information from us about your access request.

If you can, provide us with your email address, or the email address of someone you trust, so that we can send important information to you about your access request.

Please do not send USB devices or CDs, as we will not be able to use this information.

## Supporting Evidence Form

If we need more information from you so we can make a decision about your request, we will let you know. You can then ask your treating health professional to complete the Supporting Evidence Form.

If we request more information from you after you have submitted your access request you can:

- have your treating health professional complete the Supporting Evidence Form
- get them to give you the completed form in person or by email
- return the completed form to us by email, post, or take it to your [local NDIS office](#) .

Download the Supporting Evidence Form:

- [Supporting Evidence Form \(PDF 243KB\)](#)

## Contact us

If you don't currently use disability services, or you have questions about how to apply, please contact us.

For children younger than 9:

- contact an early childhood partner in your local area.

In some areas, such as remote and very remote areas of NSW, NT, QLD, SA & WA we do not have early childhood partners to deliver our early childhood approach.

If you live in an area that doesn't have an early childhood partner, and you have concerns about your child's development or disability you should first speak with your doctor, child health nurse, early childhood educator or other health professional.

- speak with your doctor, child health nurse, remote community connector, early childhood educator or other health professional
- contact your nearest NDIS office. Visit the [Contact Us](#) page or call us on 1800 800 110 for further information
- email us at [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au) or contact us by using [webchat](#).

We will work with you to connect you and your child to the NDIS or to supports in your community.

The NDIS will cover the cost of providing supports to you and your child under the early childhood approach, where applicable.

People aged 9 to 65 years:

- contact a local area coordinator (LAC) in your local area
- call the NDIS on 1800 800 110
- email us at [NAT@ndis.gov.au](mailto:NAT@ndis.gov.au)
- post a letter to GPO Box 700, Canberra, ACT 2601
- you can also [find an office near you](#).

If you need help with English call our TIS service on 131 450.

If you have hearing or speech loss:

- call our TTY service on 1800 555 677
- for Speak and Listen, call 1800 555 727
- for Internet relay services visit, the [Relay Service webpage](#)
- email us at [NAT@ndis.gov.au](mailto:NAT@ndis.gov.au)
- post a letter to GPO Box 700, Canberra, ACT 2601
- you can also [find an office near you](#).

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