On this page:

What is the access request form
What the access request form is for
What completing an access request form is like

What is the access request form

The access request form can be used to gather information to apply for the NDIS.

The form asks questions about you, your disability and your situation.

We need this information to decide if you're eligible for the NDIS.

Download the access request form:

- Access request form (PDF 610.55KB)

Tip: Contact an NDIS partner first.

You don't need to complete an access request form to apply for the NDIS.

Usually, your first step for applying to the NDIS is to connect with an NDIS partner.

What the access request form is for

It tells us about your situation

The form provides information important for us to decide if you're eligible, like your:

- age
- residency
- disability.

It gives us evidence of your disability

We need evidence to confirm whether you meet the NDIS age, residency, disability or early intervention before you can access the NDIS.

Learn more about supporting evidence.

What completing an access request form is like

Section 1: Applicants

The first section needs to be completed by you (the applicant) or your representative.

You need to provide information about yourself as well as evidence of your disability in this section.

The section includes:

- information about you
- consent for us to collect your information
- how you want us to contact you or your representative
- information about a parent, guardian or legal representative (if you are one)
- information about your disability
- information about whether you've claimed compensation for your disability
- supporting evidence such as reports, assessments or letters
- your signature.

> **Tip: You may need support to complete this form.**
>
> People such as NDIS partner, family members, friends or your treating health professional can help you complete this form.
>
> It may be useful to think about who can help you before you start.

Section 2: Health professionals

Your treating health professional needs to give information about you in this section.

The section includes:

- your treating health professional's name, address, qualifications and how long they've treated you
- evidence of your disability
- early intervention information, if required
- existing assessments
- evidence of functional capacity, including:
  - mobility
  - communication
  - social interaction

    - learning
    - self-care
    - self-management
- any further information
- their signature.

> **Tip: Use someone you've worked with for a long time and knows you well.**
>
> Your treating health professional might be your doctor, specialist or allied health professional. It's helpful if they have worked with you for at least 6 months.

Types of health professionals who can complete the form

You should use a professional who:

- is the most appropriate to give evidence about your disability and how it impacts your life
- is qualified and registered in their area of practice with the Australian Health Practitioner Regulation Agency (AHPRA) or relevant professional authority.

We may need to ask you for more information if your treating professional doesn't meet these requirements.

This can delay our decision.

Submitting your completed access request form

There are different ways you can submit your completed access request form.

You can:

- submit your completed form through our service hub .
- mail it to us at NDIA, GPO Box 700, Canberra ACT 2601
- deliver it in person to your NDIS partner or local office.

> **Tip: We'll connect you with an NDIS partner.**
>
> We'll share your completed application with the NDIS partner in your area and ask them to contact you if you send us a completed application directly.

Related information

What are the NDIS eligibility criteria

What is supporting evidence

What is an NDIS partner

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