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If you want to arrange for us to give information to others, or for other people to do things on your behalf, you need to give us consent. We accept both written and verbal consent and there are consent forms you can use.

You don't have to use the forms as long as you provide the information we need.

The NDIA has two consent forms:

- [Consent for the NDIA to share your information form \(DOCX 67KB\)](#)
- [Consent for a third party to act on your behalf form \(DOCX 68KB\)](#)

The improved, easier to understand forms were introduced in January 2022. The different types of consent are explained below.

Consent for the NDIA to share your information form

The Consent for the NDIA to share your information form is used if you want to share your NDIS information with a person or an organisation who you choose.

Examples include:

- You give consent for the NDIA to discuss your plan with a family member and explain how you can use your funding.
- You are a patient in a public hospital, and the treating staff request details of your NDIS plan. This information may assist them with your treatment and to arrange suitable discharge arrangements
- You have requested some assistive technology to help you do some daily tasks. The NDIS has asked for some further information and if you give consent, the NDIS can talk to your therapist about what additional evidence we need and why.

You can record your consent for up to two people and/or organisations per form. You can also nominate the length of time for consent, and whether you want to share some or all of your NDIS information.

You can take away your consent at any time. You can let us know by mail, email, in person or over the phone that you no longer consent to us sharing information on your behalf.

Consent for a third party to act on your behalf form

The Consent for a third party to act on your behalf form is when you want to give your consent to another person or an organisation (third party) to do things for you with the NDIS. You can specify who can do this, for what purpose and for a set period of time.

The kinds of activities or processes that you can give consent to a third party to do on your behalf could be for requesting:

- a review of your plan, including due to a change in circumstances
- to make administrative changes to your NDIS record, such as updating your contact details, or to update your bank account details.

Other examples include:

- you consent for an advocate to submit a request to review a decision made by the NDIA
- you consent for a family member to assist with making requests for assistive technology, home modifications, or other specific supports.

If you do not want someone to act on your behalf, do not fill in this form.

You can take away your consent at any time. You can let us know by mail, email, in person or over the phone that you no longer consent to us sharing information on your behalf.

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