

# IMPORTANT INFORMATION FOR COMPLETING THIS FORM

Use **black or blue ink only** and print within the boxes in BLOCK letters.

Please ensure:

- that email & telephone numbers are provided as the Patient Review Panel may be required to contact you regarding your application at short notice.
- that all relevant sections are completed and that original or certified copies of all required documents listed in **Section 8** are attached to your application.
- that all applicants have signed and dated the form in **Sections 6 & 7**.
- that you have read and are familiar with the **Privacy Statement** at the bottom of this page.

Please note that failure to comply with any of the above requirements may delay the processing of your application.

## Presumption arising due to criminal offence

Where a presumption against treatment arises from an offence please provide copies of any relevant judges sentencing remarks, court order assessments, charge briefs, police statements (usually this information is held by courts, police and lawyers for up to seven years). Where this is not available please provide a signed statutory declaration outlining:

- Circumstances of the offence
- Relationship to the victim
- Details of any plea, compliance with sentencing
- Your views on the offence.

## Presumption arising due to child protection order

Where a child protection order gives rise to a presumption against treatment please provide details of circumstances leading to removal of child/children and whether they were returned to your care or not. Please attach signed consent form for the Department of Human Services to release to the Panel any information held about you in relation to the Child Protection Order.

## Further Information

If you have any questions regarding the completion of this form please contact your Assisted Reproductive Treatment provider in the first instance.

If you have any further questions please contact the Patient Review Panel on (03) 9096 2806 or via email at [prp@health.vic.gov.au](mailto:prp@health.vic.gov.au).

## What happens next

Once your application has been received you will be sent a confirmation of receipt by email.

Your application will then be checked for all required information and you will be notified of the next available hearing date that your application can be considered by the Panel and whether your attendance is required.

Once the Panel has made a decision regarding your application, you will be notified within 14 days.

## Privacy Statement

The Patient Review Panel collects personal and health information relating to you as part of its role in considering applications for treatment in accordance with the *Assisted Reproductive Treatment Act 2008*. This information is handled in compliance with the *Information Privacy Act 2000* and the *Health Records Act 2001*.

The collection of this information is necessary for the Panel to perform its functions. The Panel's ability to handle and determine your application may be hindered if you do not disclose/provide all relevant information.

All information provided will only be used for the purposes intended. All information will be treated as confidential unless otherwise required by law.

In some circumstances the Panel may discuss your application with your ART provider or disclose information about you to a third party for the purposes of obtaining an opinion/assessment/information about your application. Where it is intended to disclose information to a third party your consent will be sought.

Outcomes of applications will be recorded and reported on in a de-identified statistical form and a copy of the certified decision provided to your ART provider. If a decision of the Panel may be reasonably expected to have a significant impact on the way in which treatment is carried out in Victoria the Panel must provide the Victorian Assisted Reproductive Treatment Authority with a de-identified copy of the decision (you will be advised where this occurs).

The information the Panel holds about you can be accessed by you upon request to the Associate.





**Section 6: Applicant's Signature**

The information provided on this application is true and correct

Signature \_\_\_\_\_

Date

D	D	M	M	Y	Y
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**Section 7: Applicant's Partner Signature**

The information provided on this application is true and correct

Signature \_\_\_\_\_

Date

D	D	M	M	Y	Y
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**Section 8: Attachments**

Have you attached the following documents:

Original or certified copies of Criminal Record Checks for both applicants

Original or certified copies of Child Protection Order Checks for both applicants

Details of criminal offence/s as outlined in section 5 (if applicable)

Details of child protection order/s as outlined in section 5 (if applicable)

Signed Consent for Department of Human Services to Release Information Form (if applicable)

**Completed forms can be:**

- Scanned and emailed to [prp@health.vic.gov.au](mailto:prp@health.vic.gov.au)
- Mailed to:

Patient Review Panel  
GPO Box 4541  
MELBOURNE VIC 3001