



## RELEVANT EMPLOYMENT PROCEEDINGS RECORDS RELEASE

An easier way? Complete this form online at [check.kids.nsw.gov.au](http://check.kids.nsw.gov.au)

### Employer Details:

Name: \_\_\_\_\_

ID: \_\_\_\_\_

### Address:

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Suburb/Town: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_

### Relevant Contact Person:

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### I certify that:

- I am a representative of the employer named above and have the authority to release the enclosed records relating to relevant employment proceedings to the Commission for Children and Young People;
- I consent to the release of the enclosed records relating to relevant employment proceedings to the Commission for Children and Young People; and
- I have notified all employees to which the records relate that the records have been forwarded to the Commission for Children and Young People.

My name: \_\_\_\_\_ My position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### What should I do next?

Once you have completed your details, you will need to sign the printed form and provide the signed form to the NSW Commission for Children and Young People. You may also wish to retain a copy for your records.

This form is to be sent to the Commission for Children and Young People with the employer's Relevant Employment Proceedings records.

Commission for Children and Young People  
FAX - 9286 7201, EMAIL - [check@kids.nsw.gov.au](mailto:check@kids.nsw.gov.au)