

Intake Information Form

Each parent is required to complete this form and return it, along with a copy of your driver's license for identification purposes.

An intake interview will be arranged once both forms have been received.

Service Required

Please tick all that apply

Supervised Contact Visit Off-site
Facilitated Changeover Off-site
Transport
Virtual Visit

Requested Starting Date:

Applicant Details

Name:

Address:

Mobile Phone:

Home Phone:

Email Address:

Driver's License Number:

Car Make and Model:

(Please include a photocopy for identification purposes)

Car Registration Number:

Relationship to Child/ren:

Father
Mother
Other – Please specify

Emergency Contact Details for Applicant

Name:

Contact Number:

Relationship to Applicant:

Do you currently have a partner?

No

Yes, not living together

Yes, living together

Partner's Name (if yes above):

Cultural Information

Are you of Aboriginal or Torres Strait Islander origin?

Neither

Yes, Aboriginal

Yes, Torres Strait Islander

Yes, both

Prefer not to answer

Ethnicity

Language/s spoken at home:

Interpreter Required?

No

Yes – Please specify type of interpreter required:

Additional Information

Do you have a disability? Yes No

If yes, please describe your disability

Do you require someone to assist you? Yes No

If yes, please provide that person's name:

Legal Representation

Name of Solicitor:

Name of Law Firm:

Postal Address:

Contact Number:

Email Address:

Other Parent's Details

Name:

Address:

Mobile Phone:

Home Phone:

Email Address:

Child/ren's Details

Child 1

Name:

Date of Birth:

Gender:

Child 2

Name:

Date of Birth:

Gender:

Child 3

Name:

Date of Birth:

Gender:

Child 4

Name:

Date of Birth:

Gender:

Child/ren's Legal Representation

Name of Solicitor:

Name of Law Firm:

Postal Address:

Contact Number:

Email Address:

Current Parenting Arrangements

Where does the child/ren mostly reside?

When was your last contact with your child/ren?

How often does this contact occur (e.g., weekly, fortnightly, monthly, other)?

Where has contact been occurring?

History of Previous Contact Arrangements

Have you previously used a Child Contact Service?	Yes	No
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If yes, please provide:

Name of Service Provider:

Duration:

Reason for Discontinuing:

Current Court Orders

Please attach a copy of any current court orders, including:

Family/Federal Orders
Domestic Violence/Intervention Orders
Corrections Orders
Other

Intake

Once United in Parenting CCS has received signed and completed forms from both parties, an intake interview will be scheduled.

Once accepted, both parties will be notified. A meet and greet with the supervisor can be arranged for the children, if required.

Please provide your preferred days and times for your intake interview. This will be conducted via telephone.

Fees

Please see our Fee Schedule and Service Agreement on our website under 'Fees and Forms'. All costs are payable **48 hours prior** to each contact or service.

Signature

Signature:

Date Signed: