
Access Request Form and Supporting Evidence Form

Step 4 - Access Request Form and Supporting Evidence Form

Everyone who wants to access the NDIS must complete an Access Request Form and/or Supporting Evidence Form.

You can now download an [Access Request Form](#) and/or a [Supporting Evidence Form](#) from the NDIS website. Please visit the NDIS website for [more information about how to complete these forms](#). If you need help to apply, please contact your Local Area Coordinator or NDIA Office.

Commonwealth Mental Health Program clients still transitioning to the NDIS are now also asked to complete an [Evidence of Psychosocial Disability Form](#). It may also be helpful for others to use, as a simpler way to collect evidence of your psychosocial disability. It can be completed by a health professional, Support Worker or other person that you trust.

If you have been receiving disability services, you may need to fill out a Supporting Evidence Form (if the NDIA doesn't already have enough info about your needs).

If you don't receive other disability support services, you will need to complete an Access Request Form.

On these forms, you will fill out: personal details, contact information, information about your supporters and your experience of living with disability/ies.

There are different ways you can complete an Access Request Form. **You may choose to complete the form over the phone.** By phone, the NDIA representative will ask you questions and work with you to complete the form.

They will:

- Confirm your identity or another person's permission to act on your behalf
- Confirm that you agree to enter the NDIS
- Seek your permission to gather information about you from other people (e.g. your family, current support providers, GP or health worker)
- Confirm whether you meet the [NDIS access requirements](#) (based on your age, residency, and experience of disability).

You may prefer to ask for a paper form to be sent to you, to complete and send back to the NDIA. An NDIA representative or someone who supports you can help you fill out this form.