

On this page:

- [Access Request Form](#)
- [Completing your Access Request Form and supporting information](#)
- [Returning your ARF and supporting information](#)
- [Supporting Evidence Form](#)
- [Contact us](#)

If you are applying on behalf of a child younger than 7, please visit [Help for children younger than 7 page](#) and then contact your local Early Childhood Partner.

If you are a person with disability aged 7 - 65 years who would like to join the NDIS, you will need to meet the access requirements. To find out more, visit the [NDIS access criteria](#) page.

If you think you meet these requirements you can apply in one of two ways:

- you can make a Verbal Access Request by calling us on 1800 800 110, or
- fill out an Access Request Form and send it to us.

To apply for the NDIS you will need to provide:

- a completed Access Request Form
- information about your age, residency and disability or need for early intervention. We call this supporting information.

Access Request Form

On 15 February 2021, the Access Request Form was updated to make it easier to use. If you have started an access request on the old version of the access request form, you can still submit your request using the old form.

The Access Request Form is the form you complete to apply for the NDIS. You may also need to give us some supporting information when you submit your access request.

You can:

- download the [Access Request Form \(PDF 573KB\)](#) - note the Access Request Form is not compatible with Internet Explorer
- ask us to mail you the form by calling us on 1800 800 110
- make a verbal access request by calling us on 1800 800 110.

Your treating health professional will need to complete Section 2 of the Access Request Form or if you have existing reports or assessments you can send them to us with your completed form.

If you need help to apply, please [contact your early childhood partner, local area coordinator or NDIA Office](#).

Completing your Access Request Form and supporting information

We know that gathering your information can take time. Please take all the time you need to complete the form before returning it to us.

Your Access Request Form needs a signature. If you are completing it digitally, you can use a digital signature. You must complete the digital signature last.

If you make any changes to the form after you have signed it, you will need to sign it again, at the end.

If you are unable to sign your Access Request Form with a digital signature you can phone 1800 800 110 and make a Verbal Access Request.

Gathering your supporting information

To understand what supporting information you need to provide to the NDIA, you can refer to [providing evidence of your disability](#).

No matter how you apply, you will need to provide us with the same information and evidence to support your access request.

Please take all the time you need to gather supporting information to confirm your:

- Age
- Residency
- Disability or need for Early Intervention.

Age

You will need to provide us with information to confirm your age.

If you are a Centrelink customer you can let us use your Centrelink record to confirm your age by:

- ticking Yes to consent on page 6 of the ARF, or
- saying yes when you are asked about this consent during a verbal access request.

Or you can send copies of one of the following:

- birth certificate
- current passport biodata page (i.e. page containing photograph)
- proof of age card (issued by state licensing authorities); or
- driver's license.

Residency

You will need to provide us with information to confirm your residency.

If you are a Centrelink customer you can let us use your Centrelink record to confirm your residency by:

- ticking Yes to consent on page 6 of the ARF, or
- saying yes when you are asked about this consent during a verbal access request.

Or you can send copies of one of the following:

- birth certificate
- Australian Citizen or Naturalisation Certificate
- Foreign passport or travel document which includes a valid Australian Permanent Residency Visa or Protected Special Category Visa.

Disability or need for Early Intervention

You will need to provide us with information to confirm your disability or need for early intervention. The easiest way to do this is to provide us with:

- copies of existing reports, assessments and/or letters
- section 2 of the ARF completed by your treating health professional.

If you need more information please read the [evidence requirements](#) section.

Returning your ARF and supporting information

You can return your Access Request Form and supporting information to us when you (or your authorised representative) have:

- completed all the relevant sections of the Access Request Form
- signed and dated the ARF
- gathered your supporting information.

You can return your Access Request Form and supporting information to us by:

- email to NAT@ndis.gov.au, or
- post to GPO Box 700, Canberra, ACT 2601

Email is the quickest way to:

- return your Access Request Form and supporting information
- receive information from us about your access request.

If you can, provide us with your email address, or the email address of someone you trust, so that we can send important information to you about your access request.

Please do not send USB devices or CDs, as we will not be able to use this information.

Supporting Evidence Form

If we need more information from you so we can make a decision about your request, we will let you know. You can then ask your treating health professional to

complete the Supporting Evidence Form.

If the NDIA requests more information from you after you have submitted your access request you can:

- Have your treating health professional complete the SEF
- Get them to give you the completed form in person or by email
- Return the completed form to us by email, post, or take it to your local NDIA office.

Download the supporting evidence form:

- [Supporting Evidence Form \(PDF\)](#)

Contact us

If you don't currently use disability services, or you have questions about how to apply, please contact us.

For children younger than 7:

- contact an early childhood partner in your local area.

In some areas, such as remote and very remote areas of NSW, NT, QLD, SA & WA we do not have early childhood partners to deliver our early childhood approach.

If you live in an area that does not have an early childhood partner, you have a child younger than 7 and you have concerns about their development or disability you can:

- speak with your doctor, child health nurse, remote community connector, early childhood educator or other health professional
- contact your nearest NDIS office. Visit the [Contact Us](#) page or call us on 1800 800 110 for further information
- email us at enquiries@ndis.gov.au or contact us by using [webchat](#).

We will work with you to connect you and your child to the NDIS or to supports in your community.

The NDIS will cover the cost of providing supports to you and your child under the early childhood approach, where applicable.

People aged 7 to 65 years:

- contact a Local Area Coordinator in your local area
- call the NDIA on 1800 800 110
- email us at NAT@ndis.gov.au
- post a letter to GPO Box 700, Canberra, ACT 2601
- you can also [find an office near you](#).

If you need help with English call our TIS service on 131 450.

If you have hearing or speech loss:

- call our TTY service on 1800 555 677
- for Speak and Listen, call 1800 555 727
- for Internet relay services visit, the [Relay Service webpage](#)
- email us at NAT@ndis.gov.au
- post a letter to GPO Box 700, Canberra, ACT 2601
- you can also [find an office near you](#).