**Sample - Response to a request for information under an “other designated agency check”**

**To:** <name of authorised contact person/s for exchange of information enquiries (as published on OCG website) requesting exchange of information>

**Position:** <position title >

**Designated agency:** <Name of designated agency requesting the information>

**Date:** <Date of response>

Dear

In response to your agency’s request for information of (date of request) regarding the individuals listed below, <designated agency> is providing the attached information in accordance with the *Children and Young Persons (Care and Protection) Act 1998* and the Children and Young Persons (Care and Protection) Regulation 2012.

The Regulation requires a designated agency to exchange relevant information it holds relating to an authorised carer, carer applicant or household member with whom it has a previous or existing association, when requested by another designated agency.

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| --- | --- | --- | --- | --- |
| **Name** (first/last name)  Include “also known as” names | **Date of birth**  dd/mm/yyyy | **Carer applicant, authorised carer or household member** | **Carers Register**  (Carer applicant, authorised carer) **reference numbers** | **Carers Register household reference number** |
|  |  |  |  |  |
|  |  |  |  |  |

The attached information regarding the individual/s listed above relates to their suitability to provide statutory out-of-home care to children and young people, or to reside in the home of an authorised carer providing statutory out-of-home care. This information is provided to assist your agency to assess suitability.

If you require further information or would like to discuss this further please contact <name>, phone <phone number > or email <email address >.

Kind regards

Name: <name of authorised contact person for exchange of information enquiries (as published on OCG website) responding to the request for information >

Title: <position title >

Designated agency: <Agency name >

Phone: <phone number >

Fax: <fax number >

Email: <email address >

Mailing Address: <address >