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| --- | --- | --- | --- |
| Office of the  Children’s Guardian | |  | |
| Authorised carer - Other Agency Check | |  | |
| Requesting relevant information from another designated agency about a carer applicant, authorised (or end dated) carer and their household members. | | |
| July 2025 | A9356183 | |
|  |  | |

## Other Agency Check

This document should be read in conjunction with the Authorised Carer - Other Agency Check Protocol on the [OCG website](https://ocg.nsw.gov.au/statutory-out-home-care-and-adoption/carers-register/other-agency-check).

The below template email can be used to make a request for relevant information from another designated agency.

### Template email to be used when making a request for relevant information

#### Email recipient: <other agency InfoExchange email address>

Email subject: OAC request

To <name of agency request is being sent to>

**Requested information related to:**

Full name: Please click here to enter text.

Previous or other names: Please click here to enter text.

WWCC number: Please enter number here

Date of birth: Please enter a date.

Other identifying information (if relevant):

Provide other identifying information here

This request for information is made as part of an Other Agency Check, a mandatory probity requirement for those individuals who have applied to be assessed to be an authorised carer.

The above-named agency is requesting information that relates to the safety, welfare or wellbeing of a class of children or young persons, in accordance with section 245D of the *Children and Young Persons (Care and Protection) Act 1998* and the Children’s Guardian Regulation 2022. That is, information relating to children and young people in statutory out of home care. This information will assist the agency to (please select which function is relevant to this request):

* make any decision, assessment or plan or to initiate or conduct any investigation, or to provide any service, relating to the safety, welfare or well-being of the child or young person or class of children or young persons, or
* manage a risk to a child or young person that might arise in the agency’s capacity as a designated agency

Please respond via return email within 5 business days, with the completed Other Agency Check Part 2 form, outlining the *relevant* *information* your agency holds about this worker.

Kind regards,

<requesting agency staff name and position>

<requesting agency name>