



# NDIA Access Request Form

**NDIS Tips Sheet 2: NDIS Eligibility** outlines who is eligible to receive support from the NDIS. It includes information on disability and early intervention requirements.

## NDIA Access Request Form

After it has been determined that a person can apply to become a participant in the NDIS, they must then complete a **NDIA Access Request Form**.

The Access Request Form is only available by calling the NDIS on **1800 800 110** or by visiting a NDIS office. To find your closest office, visit the NDIS website:

**[www.ndis.gov.au/about-us/locations.html](http://www.ndis.gov.au/about-us/locations.html)**

The Access Request Form provides the NDIA with the information they need to work out whether a person can become a participant in the NDIS.

The Access Request Form asks for the following information:

- date of birth
- home address
- citizenship or residency status
- evidence of disability **OR** need for early intervention

For help completing the Access Request Form, contact Interchange or the NDIS.

## Evidence of disability

The Access Request Form asks for evidence about the disability:

- what it is
- how long it will last and
- what support is required now or in the future

This information can be provided by a treating doctor or specialist. Copies of assessments and reports can also be provided.

### KEY TERMS

The **NDIS** is the **National Disability Insurance Scheme**. The NDIS provides people with disabilities, their families and carers more choice and control over how disability supports are provided.

The **NDIA** is the **National Disability Insurance Agency**. It is the organisation which works with people with disabilities, their families and carers to get access to the NDIS support they need.

## NDIS Plan

Once the NDIA has confirmed a person can access the NDIS, a NDIA planner will arrange a meeting.

The needs, goals and current disability supports of the person with a disability will be discussed at this meeting and a NDIS Plan will be developed.

**Next steps:** see **NDIS Tips Sheet 4: NDIS Plan**

### CONTACT US

#### Interchange

To find your nearest agency visit  
[www.interchange.org.au](http://www.interchange.org.au)

#### NDIS

Call **1800 800 110** Visit [www.ndis.gov.au](http://www.ndis.gov.au)  
Email [enquiries@ndis.gov.au](mailto:enquiries@ndis.gov.au)