

### 1 Give your personal information

Last name: \_\_\_\_\_  
First name: \_\_\_\_\_ Middle name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_ Postal code: \_\_\_\_\_  
Phone number: \_\_\_\_\_ Date of birth (dd/mm/yyyy): \_\_\_\_\_

### 2 <Describe the section in plain language, starting with an action word >

<Use this area to request details (see [www.gov.ns.ca/better-forms](http://www.gov.ns.ca/better-forms) for sample forms)>

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### 3 <Describe the section in plain language, starting with an action word >

<Use this area to request details (see [www.gov.ns.ca/better-forms](http://www.gov.ns.ca/better-forms) for sample forms)>

<Use check boxes if you need your client to make choices from a list of options>     Yes     No

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### 4 Attach supporting documents

<If you require supporting documents, make your request a separate, numbered step so clients do not miss it>

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### 5 Sign the certification and consent

I **certify** that the information given on this form is complete and accurate.

I **consent** <use this area to request consents you may need to meet privacy rules> ----->

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 6 Return the form and attachments to

Attention:  
Organization name  
Address  
City, province, postal code

**Questions?** Call 902-555-5555

<p><b>For Staff Use Only</b></p> <p>Authorized signature: _____</p> <p>Date: _____</p>
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