|  |
| --- |
| *WARNING:* 1. Use of this letter in any way is subject to the terms and conditions of the copyright owner, which can be found here: <http://aclc.org.nz/terms-and-conditions/>
2. The copyright owner has permitted use of this letter for the purpose of helping people to resolve their own legal issues.
3. Providing this letter and permitting its use does not amount to legal advice and is not an adequate substitute for legal advice.
4. The copyright owner has taken reasonable efforts to ensure this letter is legally accurate and up-to-date. However, the copyright owner takes no responsibility for errors, omissions, or consequences for the manner in which the letter is used.
5. We strongly recommend you obtain independent legal advice before using this letter.

*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to authorise another person to access personal information about you. You can also use this letter to authorise another person to discuss an issue on your behalf. |

[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[AGENCY’S NAME]

[AGENCY’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [AGENCY’S NAME]

**RE: AUTHORITY TO DISCLOSE PERSONAL INFORMATOIN**

I am writing authorise you to disclose personal information about me.

You are authorised to disclose the following personal information:

[DESCRIBE THE INFORMATION YOU WANT DISCLOSED]

You are authorised to disclose the information described above to the following person or organisation:

[INSERT THE NAME OF THE PERSON OR ORGANISATION YOU WANT INFORMATION DISCLOSED TO]

[INCLUDE THE SECTIONS BELOW IF YOU WANT THE PERSON TO DISCUSS AN ISSUE ON YOUR BEHALF:

You are also authorised to discuss the following issue on my behalf with the person or organisation described above:

[EXPLAIN THE ISSUE YOU AUTHROISE THE PERSON TO DISCUSS ON YOUR BEHALF]

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]