

Request for a Professional Visitor Identification Number (VIN)

A Visitor Identification Number (VIN) is required for individuals who require contact with inmates at NSW Correctional Centres – either in person, by telephone or Audio-Visual Link (if in person contact cannot be facilitated).

To apply for a **Professional VIN**, please complete all fields below and forward this attachment to Statewide Operations via email at ProfessionalVIN@correctiveservices.nsw.gov.au

If you are applying for a 'Family/Friends' VIN, this is a different process and document. You will need to contact the correctional centre where the inmate is accommodated.

NOTE: Please use BLOCK LETTERS when completing this form

Indicate the access you are applying for:

In person visit	<input type="checkbox"/>	AVL	<input type="checkbox"/>	Telephone	<input type="checkbox"/>
-----------------	--------------------------	-----	--------------------------	-----------	--------------------------

Details of inmate/s you are intending to visit

First Name		Surname		MIN	
First Name		Surname		MIN	
First Name		Surname		MIN	
First Name		Surname		MIN	

Applicant personal details

Surname	First Name	Middle Name/s
<hr/>	<hr/>	<hr/>
Date of Birth: <hr/>	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other: <hr/>	

Applicant professional details

Organisation Name:

Street Address:

Phone Number:

 Mobile Phone Number:

Email address

NOTE: Contact number must be an individual personal number. NOTE: Email address must be an individual email address.

Two forms of identification are to be provided (please provide a clear scanned copy of ID):

	Description	Number	Copy attached	
1			<input type="checkbox"/> Yes	<input type="checkbox"/> No
2			<input type="checkbox"/> Yes	<input type="checkbox"/> No

Solicitor Identification card (issued by Law Society) current Practising Certificate, Certificate of Registration (or similar), Australian Bar Association Card and a Drivers Licence or Passport (copies of utility bills etc. will not be accepted).

Request for a Professional Visitor Identification Number (VIN)

Reason for application

Please detail the reason you are applying for a Professional VIN including the service you propose to provide:

If you are a psychologist seeking to prepare a court ordered report, a copy of the court order is to be provided. Is a copy included with this application? ☐ Yes ☐ No

If no, please state why.

Have you previously been approved to facilitate counselling / services or programs within CSNSW ☐ Yes ☐ No

If yes, please provide the date of approval

Date:

Please provide details of when you were approved and by who (i.e External Agencies, Chief Psychologist etc).

If you are a NDIS worker, a copy of a service agreement or NDIS service plan is to be provided. Is a copy included with this application? ☐ Yes ☐ No

If no, please state why.

Additional Information

Once your application has been processed and approved you will be provided your Professional VIN.

If you are an external psychologist, counsellor or agency requesting to provide services to an inmate, you may be required to apply via the Authorised Visitor process. If this is required, you will be notified and provided with the documents to complete the application process.

Once you have received your Professional VIN, to schedule contact with an inmate please:

1. Complete the '*Request for Professional Appointment with Inmate*' form
2. Forward the completed '*Request for Professional Appointment with Inmate*' form to the **relevant Correctional Centre**.
3. Your identification used in this application will be verified by the correctional centre when attending for your first visit. Visitors must have proof of identify each time they attend a correctional centre visit.

Request for a Professional Visitor Identification Number (VIN)

Note: All efforts will be made to accommodate the creation of a Professional VIN within 5-10 business days, however, if you are required to apply via the Authorised Visitors process this may take up to six (6) weeks as a Criminal Record Inquiry check will be conducted, and you will be required to complete the Security Awareness online course.

Internal Use Only

Application for a Professional VIN Approved / Not Approved

Application approved for applicant to provide services detailed in this application only to identified inmate/s.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Application approved for a period of	_____ months			

The period indicated above can be no more than twelve (12) months. The applicant is required to reapply every 12 months

Comments

Approved by:

_____	_____	_____	Click or tap to enter a date.
Name	Signature	Position	Date

Application to be processed as an Authorised Visitor Approved / Not Approved

Application approved for applicant to provide services to CSNSW inmates.	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Application approved for a period of	_____ months			

The period indicated above can be no more than twelve (12) months. The applicant is required to reapply every 12 months

Comments

Approved by:

_____	_____	_____	Click or tap to enter a date.
Name	Signature	Position	Date

Once completed, this document is to be forwarded to SWO Admin for processing at professionalvin@correctiveservices.nsw.gov.au

If approved, SWO Administration will provide the applicant with the application forms for *Authority to enter a place of detention* as an Authorised Contractor or Visitor (ACV).

If not approved, the applicant is to be notified via email by the decision maker.

A copy of this application only is to be placed in EDRMS