

Request Form for Notified Parents or Legal Guardians

Please complete this form if you are a parent or legal guardian who has received a letter from Tusla about the cyber-attack on the HSE in May 2021, and would like to request copies of the personal information that was accessed.

What you need to do:

- 1) Please complete the attached form (in BLOCK LETTERS).
- 2) Please attach a **photocopy** of your valid, in date photo ID, such as passport, driving licence or public services card.
- 3) Please attach **photocopies** of your legal guardianship documents that establish your relationship to the affected minor.

The legal documents required that apply to your type of guardianship of the minor affected are as follows:

1. If you are the Birth Mother, please attach copies of:

- the child's birth certificate

OR

- a court order appointing you as the child's guardian.

2. If you are the Birth Father, please attach copies of:

- the child's birth certificate (on which you are named)

AND any **one** of the following:

- your certificate of marriage to the child's mother.
- documentation that proves that you lived with the child's mother for a period of twelve months, with at least three months relating to after the child was born.
- the guardianship declaration you signed with the child's mother.

OR

- a court order appointing you as the child's guardian.

3. If you are the Legal Guardian, please attach a copy of:

- a court order appointing you as the child's guardian.

4) Please post this form, completed and ensure to attach a photocopy of your ID along with photocopies of your required guardianship verification papers to the following address: **Tusla, PO BOX 13572, Naas, Co Kildare**

If you have any questions in relation to the above, you can call us on freephone **1800 66 55 44**.

Request Form for Notified Parents or Legal Guardians

Please complete all fields below

Notified Parent/Legal Guardian Details

XXXX

Please insert the last 4 digits of your letter PIN above (This is the 8-digit code at the top of your letter)

Parent/Guardian Name

Parent/Guardian Date of Birth

Parent/Guardian Primary Phone Number

Parent/Guardian Email

Please insert your full Parent/Guardian Address here and include your Eircode

Please ensure you tick all three boxes below if you wish to receive the personal information affected :

- ☐ I confirm that the information I have provided is correct.
- ☐ I agree to be contacted by Tusla using the contact details provided.
- ☐ I agree to have the redacted documents sent to me by registered post to the address provided above.

Signature:

Date:

For Tusla Use Only

Received By:

Name

Date

Request Form for Notified Parents or Legal Guardians

Please complete all fields below.

Please print additional copies of this page if you have more than two impacted minors.

Details of Notified Minors

Minor affected

XXXX

Please insert the last 4 digits of your letter PIN above

(This is the 8-digit code at the top of your letter)

Your Guardianship Role:

☐ Mother ☐ Father ☐ Other Legal Guardian

Full Name (of the impacted minor)

Date of Birth (of the impacted minor)

Minor affected

XXXX

Please insert the last 4 digits of your letter PIN above

(This is the 8-digit code at the top of your letter)

Guardianship Role:

☐ Mother ☐ Father ☐ Other Legal Guardian

Full Name (of the impacted minor)

Date of Birth (of the impacted minor)

Please ensure you tick both boxes below to confirm you have included required proof of ID and legal guardianship:

- ☐ I have attached a **photocopy** of my government-issued photo ID for the purpose of ID verification.
- ☐ I have attached a **photocopy** of my proof of legal guardianship document(s) for the purpose of proving my relationship to each impacted minor listed on the form.

For Tusla Use Only

Received By:

Name

Date