



How to fill out an NDIS Access Request Form

- ✓ You can choose the way that works best for you

There are **5 ways** to complete your NDIS Access Request:



1. Get help from your local NDIS partner

- You can meet with a **Local Area Coordinator (LAC)** or **Early Childhood partner** near you.
- They will help you fill in the form and tell you what documents you need.
- They will send the form to NDIS for you.

Find your local NDIS partner: [Find your partner](#)



2. Fill out the form on your computer and email it

- Download the [NDIS Access Request Form](#) from the website.
- Fill it in, then add:
 - Proof of your disability (like a doctor's report)
 - Proof of who you are (like a photo ID)
- Send everything to: enquiries@ndis.gov.au

Download the form: [Access Request Form](#)



3. Print the form and send it by mail

- Download the **form**, print it, and fill it in.
- Post it with your documents to:
- **NDIA, PO Box 700, Canberra ACT 2601**



4. Ask for the form by phone

- Call the NDIS on 1800 800 110
- Ask for the form to be sent to you by email or post.



5. Get the form at an NDIS office

- Go to an NDIS office and ask for the form.
- They will print it out for you.
- You can fill it in and email or post it to them.

Find an office near you: **[NDIS office locations](#)**



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What happens next?

If you send your form straight to the NDIS, they will let your local NDIS partner know. The partner will contact you to check the form and talk about your documents.

Helpful Links

- [Am I eligible for NDIS?](#)
- [Who can give evidence of disability?](#)
- [Booklets and factsheets](#)
- [Find your local NDIS partner](#)

Handy Tips

- Use your most recent reports or evidence.
- You might be asked to give more information later.



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