

Important notes

This form assists solicitors to request copies of information held on a TAC claim of a client they represent, in accordance with the TAC's [Release of Information \(ROI\) Policy](#). It is also known as an "ROI" application.

Please note that all other claim documents must currently be requested under the Freedom of Information Act 1982. These include such documents as draft claim forms, file notes, and Clinical Panel Referral Forms (CRFs). You can get more information about the FOI process at <http://www.tac.vic.gov.au/about-the-tac/information-and-privacy/getting-a-copy-of-your-tac-documentation>.

Where do I send the ROI request?

Email the completed form to: info@tac.vic.gov.au

The subject line of your email should read: ROI – Solicitor – (insert TAC claim number). Eg: "ROI – Solicitor – 12/34567".

Please attach this completed form to your email, with *no further cover text*. This helps us to respond to your enquiry as quickly as possible.

The TAC will respond to your request within 3 business days, providing a target date for document delivery and a pathway for escalation if your matter becomes urgent within that time.

Claimant details

Claimant name

Claim no.

Does the claimant have any other TAC claims?

Yes

No

Date of birth

 / /

Date of accident

 / /

If you are requesting information from more than one claim for this claimant, please detail other TAC claim numbers (if known):

Additional TAC claim numbers:

Claimant's solicitor

Firm name

Practitioner

Firm address

Reference number

Telephone

Email

Post code

I confirm that I have instructions to act on behalf of the client nominated in this form.

Documents requested

<input type="checkbox"/> Option 1	<ul style="list-style-type: none"> TAC Claim Form and Acceptance letter Print out of Payments 	<i>The TAC will aim to complete this request within 7 days</i>
<input type="checkbox"/> Option 2	<ul style="list-style-type: none"> TAC Claim Form and Acceptance letter Print out of Payments Medical Reports Decision Letters 	<i>The TAC will aim to complete this request within 30 days</i>
<input type="checkbox"/> Option 3	If you are seeking a specific document(s) or date range, please provide details below:	<i>The timeframe for completion of this request will vary according to the document/s requested</i>

The TAC's privacy policy

The TAC respects the privacy of claimants. The TAC will retain the information provided in this form and may use or disclose it to make further enquiries to assist in the ongoing management of the claim or any claim for common law damages. The TAC may also be required by law to disclose this information.

Without this information, the TAC may be unable to determine entitlements or assess whether the treatment is reasonable and may not be able to approve further benefits and treatment.

If you require further information about the TAC's privacy policy, please call the TAC on 1300 654 329 or visit our website at www.tac.vic.gov.au.