



# Seniors' Personal Information Kit

**Public Trustee\***

**Sydney Central**  
 2nd Floor  
 19 O'Connell Street  
 Sydney NSW 2000  
 Telephone: (02) 9252 0523  
 Fax: (02) 9231 4296  
 Email: ptsydneycentral@pt.nsw.gov.au

**Helpful Contacts**

**Other useful contact numbers**

**Council on the Ageing NSW Information Service**  
 9286 3860  
[www.cota.org.au](http://www.cota.org.au)

**Seniors Information Service**  
 13 12 44  
[www.seniorsinfo.nsw.gov.au](http://www.seniorsinfo.nsw.gov.au)

**Commonwealth Carelink Centre**  
 1800 052 222  
[www.commCarelink.health.gov.au](http://www.commCarelink.health.gov.au)

**Law Society of NSW**

170 Phillip Street Sydney NSW 2000  
 Telephone: (02) 9926 0333  
 Web: [www.lawsociety.com.au](http://www.lawsociety.com.au)

*The New South Wales Law Society can supply a list of lawyers in your area that specialise in Will making.*

\*Please note that the NSW Police or City of Sydney Council do not endorse and are not affiliated with any of the above firms and have no knowledge of their work ethic. Please make your own enquiries.

**Contact Information Sheet**

**If your details change, contact your nearest Police Station**

**1. Personal details**

Title(Mr/Mrs/Miss/Ms) \_\_\_\_\_

Surname \_\_\_\_\_

Given names \_\_\_\_\_

Date of birth \_\_\_\_\_

Contact number \_\_\_\_\_

Language spoken at home \_\_\_\_\_

**2. Closest relative/friend contact**

Surname \_\_\_\_\_

Given names \_\_\_\_\_

Phone number (H) \_\_\_\_\_ (M) \_\_\_\_\_

(M) \_\_\_\_\_

Relationship to me \_\_\_\_\_

Address \_\_\_\_\_

**3. My residential address**

Address \_\_\_\_\_

Suburb \_\_\_\_\_ Postcode \_\_\_\_\_

I have lived here since (month and year) \_\_\_\_\_

My phone (H) \_\_\_\_\_ (M) \_\_\_\_\_

Email \_\_\_\_\_

People I know in the building/neighbours are: \_\_\_\_\_

**4. Medical Contact**

Doctor(s) Name \_\_\_\_\_

Phone \_\_\_\_\_

**5. Other relevant information**

Police event number : \_\_\_\_\_

Are there any culturally specific funeral arrangements we need to know? \_\_\_\_\_

Please see attached letter for instructions on returning this information to your local Police Station. Information supplied will be kept on a computer data base and will only be used in the event of an emergency. Under no circumstances will information be given out without your prior consent.

## Dear Resident,

This information kit has been developed to assist family, police and health care workers to help you if you are unwell or unable to manage your affairs.

If you would like to participate in this scheme please complete the *Contact Information Sheet* and return *only* this sheet to:

### Crime Prevention Officer

Kings Cross Police Station  
1-15 Elizabeth Bay Road, Potts Point NSW 2011.

We will laminate the **Contact Information Sheet**, attach a magnet and return it to you. On its return, please affix this document to your fridge.



## General Will Information

### Wills

If you do not have a Will or it cannot be located you are deemed to have died 'intestate'. If you die intestate the Government decides what happens with your estate. An up-to-date Will is the only way to control who looks after your affairs. You may want to keep a note at home that states where your important personal papers are kept (eg. "All my important documents are kept at my bank, Commonwealth, Kings Cross Branch").

### Helpful Hints

You may find it useful to make a list of details of any bank accounts, shares, property details, assets and any other pertinent information. This list should be stored in a safe place with your other important documents such as your Will, title deed etc. These documents should NOT be stored on your premises.

### Enduring Power of Attorney

If you become incapacitated or unable to manage your own affairs, an Enduring Power of Attorney enables whoever you nominate to use your assets to care for you. There are very strict guidelines under the Act on how your assets are to be managed.



## Common Telephone Numbers

Emergency Ambulance, Fire, Police.....	<b>000</b>
Your Local Police Station.....	
Your local Police (Hearing/Speech Impaired TTY).....	
Police Assistance Line .....	<b>131 444</b>
Crime Stoppers .....	<b>1800 333 000</b>
Telephone Interpreter Service (TIS) .....	<b>131 450</b>
Taxi.....	
NSW Transport Information.....	<b>131 500</b>
Meals on Wheels .....	<b>8512 4230</b>
Public Trustee .....	<b>1300 364 103</b>
Local Council .....	<b>9265 9333</b>
Your Current Doctor .....	