Sample form: Easy Read consent

# Easy Read consent

Use this form if you want to make a complaint for someone else. That person has to give you permission to make the complaint for them. You should send a copy of this form with your complaint.

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| --- | --- | --- | --- | --- | --- |
| **Section A: About you** | | | | | |
| Me_man7.jpg | Your name | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| E:\lores_images\House4.jpg | Your address | Click or tap here to enter text. | | | |
| Telephone2.jpg | Your telephone number | Click or tap here to enter text. | | | |
| E:\lores_images\Mobile_Phone.jpg | Your mobile telephone number | Click or tap here to enter text. | | | |
| **E:\lores_images\Email.jpg** | Your email address | Click or tap here to enter text. | | | |
| **Section B: About the service user** | | | | | |
| **E:\lores_images\Name2.jpg** | Name of service user | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| **E:\lores_images\Pregnant.jpg** | When was the service user born? | Day  E:\lores_images\Date1.jpg | Month  E:\lores_images\Months.jpg | Year  E:\lores_images\Years.jpg |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **E:\lores_images\House4.jpg** | Service user’s address (if this is a different address from yours) | Click or tap here to enter text. | | |
| **E:\lores_images\Support.jpg** | How does the service user know you? | Click or tap here to enter text. | | |

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| **Section C: – Consent** | | | | |
| Has the service user agreed to this complaint? | Yes | No | They have died | |
| **Tick your answer** |  |  |  | |
| **If the service user can agree to you making the complaint**, ask them to sign below. | | | |
| I am the service user  I agree that the person named in this form can make a complaint for me.    I agree they can see information about me. This includes my personal records and any other information that they need to make the complaint. | | | |
| Service user’s signature: Click or tap here to enter text. | | | |
| Date: | Day  E:\lores_images\Date1.jpg | Month  E:\lores_images\Months.jpg | Year  E:\lores_images\Years.jpg | |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |

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| **E:\lores_images\Clap-2.jpgIf the service user is younger than 16**, their parent or guardian must fill in this section. | | | | | |
| **E:\lores_images\Name.jpg** | My name is | Click or tap here to enter text. | | | |
| **E:\lores_images\Father_son.jpg** | I am | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Parent or guardian of service user) | | | |
| E:\lores_images\Tick.jpg | I agree that | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of person making the complaint) | | | |
| E:\lores_images\Tick.jpg | can make a complaint on behalf of | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of service user) | | | |
| A picture containing sketch, graphics, font, letter  Description automatically generatedE:\lores_images\Tick.jpg | I agree that they can see any information that could help them make the complaint. This includes personal records. | | | | |
| http://2.bp.blogspot.com/-IBArBvpJaSU/TdpTdTpDY7I/AAAAAAAAAyk/g93VfoEhfVE/s200/signature.jpg | Your signature Click or tap here to enter text. | | | | |
| Today’s date: | | | Day  E:\lores_images\Date1.jpg | Month  E:\lores_images\Months.jpg | Year  E:\lores_images\Years.jpg | |
|  | | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |

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| **E:\lores_images\Gravestone.jpgIf the service user has died**, their nearest family member or legal representative must fill in this section. | | | | |
| My name is |  | | | |
| I am | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Service user’s nearest family member or legal representative) | | | |
| I agree that | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of person making the complaint) | | | |
| can make a complaint for | Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Name of service user) | | | |
| I agree that they can see any information that could help them make the complaint. This includes personal records.  By law, I am allowed to give my permission. | | | | |
| Your signature  Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Today’s date: | | Day  E:\lores_images\Date1.jpg | Month  E:\lores_images\Months.jpg | Year  E:\lores_images\Years.jpg |
|  | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

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| **If the service user cannot give their consent**, fill in this section.  You need to say why they are not able to agree to you making the complaint. | | | | |
| I am the service user’s representative. | | | | |
| Your signature  Click or tap here to enter text.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Today’s date: | Day  E:\lores_images\Date1.jpg | Month  E:\lores_images\Months.jpg | Year  E:\lores_images\Years.jpg |
|  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

The service user is not able to give their direct consent because… [complete below]

|  |
| --- |
| Click or tap here to enter text. |