



## Financial Assistance Application Form: Funeral

*Victims of Crime Assistance Act 2009* (sections 51 and 52)  
Form 2, Version 6 | Effective 14 September 2023

### About this funeral assistance form

#### Who can use this form?

**Any person** who has incurred the funeral costs for a person who has died as a direct result of a **homicide** in Queensland can use this form to apply for up to \$8,000 financial assistance to help pay for the costs of the funeral.

- » **Homicide includes**, but is not limited to; murder, manslaughter, or dangerous operation of a motor vehicle/vessel causing death.

**Some relatives** of a person who has died as a direct result of a **homicide** can use a different form to apply for a distress payment and help to pay your recovery expenses. We call these people **related victims**. They should use the related victim form.

- » **A related victim includes:** the deceased person's spouse, partner, parent, child or sibling (by law and/or under Aboriginal or Torres Strait Islander custom); or a person who was entirely or substantially dependent on the income of the deceased person at the time of their death.

#### Special Conditions

We may not be able to pay financial assistance if the victim is a missing person or the cause of the person's death is unknown. If this is the case, you can complete the application form at any time, but we may need to defer making our decision until after:

- » the Coroner or police determine the person has more likely than not died from an offence listed above
- » police charge a person with an offence listed above
- » a cause of death certificate is issued under the *Births, Deaths and Marriages Registration Act 2003* detailing an offence listed above.

#### You need to provide

1. Information about the crime
2. A copy of your identity document(s) – see Prove your identity (at the end of this form)
3. Your banking details (**Q7**)
4. If the death was work related or involved a motor vehicle, you will need an insurance/compensation claim reference number.
5. Funeral expense details

#### You may need to photocopy

1. Your identity document(s) – see **Prove your identity** section, at the end of this form)
2. Receipts and other documents about your expenses

If, for some reason, you can't provide these documents, call Victim Assist Queensland, **1300 546 587** (9:00am-4:30pm, Monday – Friday, excluding public holidays).

#### Go to start of form – section 1

# Financial Assistance Application: Funeral

Victims of Crime Assistance Act 2009 (sections 56 and 57)

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We acknowledge that it may be hard for you to fill in this form because you will need to tell us about the death of a person you may have been close to. You may want to fill in this form privately or you may want to ask a friend or support worker for support. If needed, you can call **Queensland Homicide Victim Support Group** on **1800 744 744** for free, confidential support.

## Section 1: Working out if you should make an application

### Q1 Are you paying for the funeral of a person who died as direct result of a homicide?

**Yes – go to Q2**

**No – Stop here**

You don't need to complete this form. We cannot pay other funeral costs. If you are experiencing financial issues, we recommend you call the National Debt Helpline on **1800 007 007**

### Q2 Did the homicide happen in Queensland?

**Yes – go to Q3**

**No – Stop here**

You don't need to complete this form. We cannot pay for the funeral if the homicide happened outside Queensland.

### Q3 Did the homicide happen when the victim was at work, on the way to or from work, or on a work break?

**Yes – See note below.**

**No – go to Q4**



You **must** apply for workers' compensation insurance and have your claim **assessed and finalised** before you submit this application.  
Please contact WorkCover Queensland on **1300 362 128** to see if this cost can be covered.

If the funeral **isn't** being covered by workers' compensation, continue completing this form. **Go to Q4**

### Q4 Did the victim die in a motor vehicle crash?

**Yes – See note below then go to Q5**

**No – go to Q5**



If a person died in a motor vehicle crash that wasn't their fault (or they were only partly responsible) you may be able to submit a compensation claim with the Compulsory Third Party (CTP) insurer of the vehicle that caused the crash.  
Contact the Motor Accident Insurance Commission on **1800 287 753** for more information.

If the funeral isn't being covered by CTP insurance, go to Q5

## Q5 Police report details (if known)

We understand you may not be able to provide answers to the following question. It's okay to leave some details blank. We will use this information to get copies of the report directly from police. You do not need to include copies of police information.

Date reported (or approximate date)

Reference number

Police station

**Go to Q6**

## Section 2: Applicant details

### Q6 Who is the person paying for the funeral

Full name (as it is written on the ID)

Other names used

Date of birth

Gender you identify as (**optional**)

- female
- male
- non-binary
- prefer not to say

Cultural background – tick any that apply (**optional**)

- Aboriginal
- Torres Strait Islander
- Aboriginal and Torres Strait Islander
- other Australian
- another culture

Would you like to use an interpreter?

Specify language

**Go to Q7**

## Q7 Payment details

If the application is approved, we need to know how to reimburse you. If you haven't paid for the funeral yet, we generally make the payment directly to the funeral provider. If you have paid for the funeral we need to know how to reimburse you.

We will never give your payment information to any other agency, organisation or authority. There are no exceptions.

If your **payment details change** after sending in this form, please tell us as soon as possible.

If your application is approved, how would you like to receive the money?

direct deposit to an Australian bank – you **must** provide details below then **go to Q8**

» Account name (name of account holder)

» BSB number

» Account number

direct deposit to an overseas bank – see note below then, **go to Q8**

» You **must** provide an email address in **Q8** (we will email you and request banking details)

cheque – see note below then, **go to Q8**

» You **must** provide a postal address in **Q8** (we will post the cheque to this address)

## Q8 Contact details for the application

We need to be able to contact you about this application. Please provide, **safe ways to write to you** (email and post). We will send the Notice of Decision and other assessment letters (if relevant) to this email or postal address.

Provide your email address (if you have one)

» Please note, if your email account is supported by an overseas cloud server, your personal information will be sent overseas to the cloud server supporting your email account.

**and**

Provide your postal address if you have one. If you are homeless, please provide the City/Suburb you are based in and an email address that you check regularly.

Street address – line 1

Street address – line 2

City/Suburb | State | Postcode

Country

–please answer the question below

We usually post letters in a Queensland Government envelope with a Department of Justice and Attorney-General return address. Would you prefer us to use a plain envelope?  **Yes**  **No**

It is also helpful to have, at least 1 **safe way to telephone you**. We may need to call you if we need to clarify something quickly.

Your landline number (optional)

**or**

Your mobile number (optional)

–please answer the question below

We always call from a private number. Do you want us to SMS you before we call?

**Yes**    **No**

**IMPORTANT!** If your contact details change after sending in this form, please tell us as soon as possible – **go to Q9**

## Q9 Secondary contact person for this application? (Optional)

You can provide another contact person if you want to. This person may be a family member or support person who is helping you make this application.

If you **change your mind** after sending in this form, and you don't want this person to be involved, please tell us as soon as possible.

Their full name

» Type of organisation/agency/business

Family

HRT

Lawyer

Government agency

Victim support group

Other

» Organisation/agency/business name (if relevant)

**How should we contact them?** (You can choose more than 1 option).

Their email address

Their mobile number

Their other phone number

Their postal address

Street address – line 1

Street address – line 2

City/Suburb | State | Postcode

**Go to Q9a**

## Q9a What involvement do you want this person to have in your application?

Do you want this person to be able to **ask** questions about your application?  **Yes**  **No**

Do you want this person to be able to **answer** questions about your application?  **Yes**  **No**

Do you want this person to **get copies** of the Notice of Decision and other assessment letters?  **Yes**  **No**

**Go to Q10**

## Section 3: Claim details

### Q10 Crime details

Please provide the full name of the person who died.

Please provide their date of birth

We understand you may not be able to provide answers to each of the next 2 questions. It's okay to leave some dates blank. The dates are used to search for police or court records.

When did they die or when did police first talk to you (or your family)?

If relevant, when did the Coroner's Court determine cause of death?

**Go to Q10a**

### Q10a Extension of time (if required)

Our rules say you need to apply for assistance within 3 years of the date of death (or within 3 years of being told about the death) but you can ask for an extension of time if needed. We just need to know the reason for the delay. Please tell us why you couldn't apply sooner.

**Go to Q10b**

### Q10b Who committed the crime (optional)?

We understand you may not be able to provide offender details. It's okay to skip this section or leave some questions blank. We use this information to search for police or court records.

Name

Date of birth

Name

Date of birth

**Go to Q11**

## Q11 About claiming funeral costs

 We may be able to pay up to \$8,000 for funeral expenses. Please provide a photocopy of the itemised invoice/receipt.

**Please note:**

We can't pay for:

- » costs associated with a wake
- » food or beverage expenses
- » additional keepsake urns
- » non-essential funeral costs like balloons, doves or car hire

### Q11a Did you have to pay for all or part of the funeral?

Yes – go to Q11b       No – go to Q12

### Q11b What expenses do you want to claim?

Go to Q12

## Q12 About declaring other payments



### Important notes about declaring other payments

You **must** declare any other money you have received, may receive or can apply for because of this violence.

- » This includes money from any other person, insurance company, government agency, community fund or other source because of the violence.

You can be fined if you don't declare a relevant payment. Maximum penalty—100 penalty units.

### Q12a Have you already received money from any other source because of the violence?

Yes – please answer the questions below then, **go to Q12b**       No – go to Q12b

- » Who have you received money from?
- » How much did you receive? (Total)
- » What was the money for?

**Q12b Have you been awarded money that you haven't received?  
(e.g. compensation that hasn't been paid yet)**

**Yes** – please answer the questions below then, **go to Q12C**     **No** – **go to Q12C**

» Who are you expecting money from?

» How much do you expect to receive?

» What was the money awarded for?

**Q12c Have you claimed money that hasn't been approved yet or are you planning to claim money from another source?**

**Yes** – please answer the questions below then, **go to Q13**     **No** – **go to Q13**

» Who have you claimed or who will you claim money from?

» What are you claiming money for?

## Section 4: Finishing your form

### Proof of identity

 You **must** attach a photocopy of **at least** 1 identity document.

» See the Prove your identity section (at the end of this form).

### Q13 What identity document(s) have you attached (e.g. Driver's licence)?

Go to, and carefully read, the Privacy notice

### Privacy notice

#### PLEASE READ CAREFULLY

**This statement (below) tells you what we will do with your personal information and who we can share it with.**

The Department of Justice and Attorney-General is collecting your personal information to assess your application for financial assistance in accordance with the *Victims of Crime Assistance Act 2009*.

To assess your application, we may need to disclose relevant personal information with **and** receive relevant claim information from:

- » Court registrars
- » Goods and services providers identified in the expense section of this application, a supporting document(s) provided with this application, or a supporting document submitted at a later date
- » High Risk Team members (domestic violence) under the *Domestic and Family Violence Protection Act 2012*
- » Queensland Civil and Administrative Tribunal (QCAT)
- » The chief executive (child protection) under the *Child Protection Act 1999*
- » The chief executive (corrective services) under the *Corrective Services Act 2006*
- » The insurance commissioner under the *Motor Accident Insurance Act 1994*
- » The National Injury Insurance Scheme Queensland chief executive officer
- » The police commissioner
- » The Registry of Births, Deaths and Marriages
- » The State Penalties Enforcement Registry (SPER) registrar under the *State Penalties Enforcement Act 1999*
- » The chief executive (transport) under the *Transport Operations (Road Use Management) Act 1995*
- » A Workers' Compensation chief executive officer of a workers' compensation Authority or WorkCover under the *Workers' Compensation and Rehabilitation Act 2003*
- » Your health practitioners.

De-identified statistical data may be used for research purposes.

DJAG will not use your personal information for any purpose other than assessing your claim for financial assistance unless we are authorised or required under a law to use the information for another purpose.

DJAG will also not disclose your personal information to any person or entity other than those noted in this privacy statement unless it is authorised or required under a law to disclose the information to another person or entity.

Your personal information will be managed in accordance with *Victims of Crime Assistance Act 2009* and the *Information Privacy Act 2009*.

#### Go to Finishing your form – Step 1

You **must** complete ***Finishing your form - Step 1 and Step 2.***

We **can't** process this application if these sections aren't **completed in full and signed.**

## Finishing your form – Step 1:

**You must tick each of the 3 boxes** below to confirm you have read and agree with each statement

- I have:
- » **read** and **understood** the privacy statement; **and**
  - » I **consent** to Victim Assist Queensland disclosing **relevant** personal information with and receiving **relevant** claim information from the authorities/persons/entities specified in the **Privacy notice** (above).
- I **understand** it is an offence under the *Victims of Crime Assistance Act 2009* to:
- » answer a question falsely and/or to provide false or misleading supporting documents
  - » not tell Victim Assist Queensland about **any other payments** I have received, because of the violence referenced in this form **and** to not tell them (within **28** days) if I receive a relevant payment after submitting this form
  - » I may be fined up to 100 penalty units if I am not truthful and/or up to 100 penalty units if I don't declare a relevant payment.
- I **confirm** that:
- » All information I have provided is, to the best of my knowledge, true and not misleading.
  - » I will tell Victim Assist Queensland if my circumstances change, or if I become aware of any matter that would make the information in this form false or misleading.
  - » I have declared other payments (if any) and I will tell Victim Assist Queensland (within **28** days) if I receive money from another source because of the violence **after** submitting this application.

Go to **Finishing your form – Step 2**

## Finishing your form - Step 2:

You **must** add relevant names below **and** sign the form.

An **adult** (the person named in **Q6**) must sign the form.

### Q14a Who is paying for the funeral (this is the person named in Q6)?

Your signature: **SIGN HERE** \_\_\_\_\_

Date:

## FINISHED

Post or email this application form and photocopies of supporting documents to:

**Victim Assist Queensland**  
**GPO Box 149, BRISBANE QLD 4001**  
**victimassist@justice.qld.gov.au**

## Prove your identity

You need to provide proof of your identity. If you're a parent, guardian or other pre-approved adult completing the form on behalf of the victim, please attach a photocopy of **your** identity document(s).

<b>List A</b> <b>Provide (1) document from this list.</b> If you don't have 1 of these documents, Go to List B	<b>List B</b> <b>If you don't have a list A document:</b> provide <b>(2)</b> documents from this list.
<ul style="list-style-type: none"> <li>» Australian Birth Certificate (full) or overseas equivalent</li> <li>» Australian Citizenship Certificate or Naturalisation Certificate</li> <li>» Australian Drivers License with Photo ID (current or expired less than 2 years) or overseas equivalent:               <ul style="list-style-type: none"> <li>♦ a copy of the front <b>and</b> back of the license</li> </ul> </li> <li>» Australian firearms license:               <ul style="list-style-type: none"> <li>♦ a copy of the original (first) license and the current license</li> </ul> </li> <li>» Australian or Foreign Passport (current or expired less than 2 years):               <ul style="list-style-type: none"> <li>♦ a copy of the page with your photo on it</li> <li>♦ Commonwealth or state public service ID card with photo and signature (current, not expired)</li> <li>♦ <b>Queensland photo identification card</b> (formerly called Proof of Age card) or interstate/overseas equivalent</li> <li>♦ Record of immigration status (certificate of evidence of resident status)</li> <li>♦ Travel documents and current Australian Visa.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>» Australian Exam Report (persons under 16 years of age only)</li> <li>» Australian Record of Achievement (persons under 16 years of age only)</li> <li>» Australian Secondary School Exam Certificate (persons under 16 years of age only)</li> <li>» Australian Medicare card</li> <li>» A marriage certificate issued by a Registry of Births, Deaths and Marriages</li> <li>» Bank account card (EFTPOS card) or credit card with signature and embossed name, a bank passbook, or bank statement</li> <li>» Centrelink or Department of Veterans Affairs Card</li> <li>» Change of Name Certificate</li> <li>» Council rates notices</li> <li>» Letter from employer (current or within last 2 years)</li> <li>» a reference, payslip, leave advice or a letter that has your name on it</li> <li>» Security guard/crowd control license (Australian issued)</li> <li>» Tertiary ID card (less than one year old and issued by an Australian university only).</li> </ul>
<p>If, for some reason, you can't provide these documents, call Victim Assist Queensland, <b>1300 546 587</b> (9:00am-4:30pm, Monday – Friday, excluding public holidays).</p>	