

**Instructions for Completing the
NC State Refugee Office Informed Consent for Release of Information Form (DSS-6236)**

- Purpose: The purpose of the Informed Consent for Release of Information Form is to ensure that the refugee client has complete understanding of his/her right to not allow information about them to be released or obtained by outside entities without their written consent.
- Instructions: The above form shall be completed in duplicate, with one copy provided to the client. For any Agency field left blank, N/A must be written. The form should be filled out and signed for each client receiving services from your agency. Minor clients must have a parent or guardian consent.
- Client Name: Fill in the client's name that pertains to the information that is being asked to be released or obtained.
- Permission: Fill in the agency name that is asking for the client's information to be released or obtained.
- I. Agency: Enter the COUNTY that would be providing financial assistance to the client (ex. Wake County Social Services), or any other agency that is providing services to the client. Under *Purpose for release/obtainment*, enter the reason why the information needs to be released or obtained (ex. financial information for cash and other benefits). Client must check the appropriate yes/no box to allow or disallow the release of information to this specific agency.
- II. Agency: Enter the COUNTY that would be providing health services for that client (ex. Buncombe County Health Dept.), or any other agency that is providing services to the client. Under *Purpose for release/obtainment*, enter the reason why the information needs to be released or obtained (ex. medical records). Client must check the appropriate yes/no box to allow or disallow the release of information to this specific agency.
- III. Agency: If needed, enter any other agency that is providing services to the client (ex. Greensboro Technical Community College). Under *Purpose for release/obtainment*, enter the reason why the information needs to be released or obtained. Client must check the appropriate yes/no box to allow or disallow the release of information to this specific agency.
- IV. Agency: If needed, enter any other agency that is providing services to the client (ex. potential employer(s)). Under *Purpose for release/obtainment*, enter the reason why the information needs to be released or obtained. Client must check the appropriate yes/no box to allow or disallow the release of information to this specific agency.
- V. Agency: If needed, enter any other agency that is providing services to the client (ex. Durham Public Schools). Under *Purpose for release/obtainment*, enter the reason why the information needs to be released or obtained. Client must check the appropriate yes/no box to allow or disallow the release of information to this specific agency.

Agreement

- Client Signature: Client or legal representative must sign and date the top portion of the signature area if the client agrees to allow her/his information to be released or obtained. Clients under 18 need the signature of a parent or guardian.
- Witness/Interpreter: A witness or interpreter must sign and date on the lines provided certifying that the information in this release form has been explained to the client.

Release Revoked

- Client Signature: Client or legal representative must sign and date the bottom portion of the signature area if the client does not allow h/his information to be released or obtained.
- Witness/Interpreter: A witness or interpreter must sign and date on the lines provided certifying that the information in this release form has been explained to the client.