Name Date
Position

Address

Address

**By post and email: [email]**

Dear [name]

**[Your name and Date of Birth] – REQUEST FOR MEDICAL REPORT**

I write to request a short report or letter setting out my circumstances for the purposes of addressing my infringements.

**Medical report**

I have a number of fines incurred in the period from **[Date of oldest fine]** to **[Date of most recent fine]**.

If I can establish that I had ‘special circumstances’ at or around the time that I incurred these fines, they can be reviewed by Revenue NSW with a consideration to caution.

Under the *NSW* *Internal Review* *Guidelines*, ‘special circumstances’ means:

* mental or intellectual disability, disorder, disease or illness, or
* a serious additions to drugs, alcohol or volatile substance, or
* homelessness, or
* family violence

It is very important that I can establish the connection between my circumstances and how they contributed to or resulted in the offences. This can include an inability to control the behavior which constituted the offence or failing to understand the nature of the offending conduct.

It would be very helpful if you could provide me with a brief letter setting out my circumstances

**If you are able to write me the report, can you please ensure that you address each of these specific points:**

* your qualifications and current position
* how many occasions you have seen or treated me
* my diagnosis
* when the diagnosis was first made
* whether I was likely affected by the illness at the time of the fines, even if this period pre-dates the diagnosis
* symptoms of the mental or intellectual disability, disorder, disease or illness
* importantly, whether the condition may have contributed to conduct that led to me getting fines. For example:

Is it likely that my circumstances resulted in a lack of attention or concentration, or had any impact on my behavior and decision making?

* any current symptoms
* whether I am currently receiving treatment
* the nature of my treatment
* whether my condition has improved
* any other information you consider relevant.

**When you have completed the report, can you please ensure:**

* + **you print it out on your letterhead**
	+ **you sign and date the report letter**
	+ **you have it ready by** \_ \_ / \_ \_ / \_ \_ \_ \_ **.**

Please contact me when the report is ready to be collected.

Due to my current financial situation, I request that you please provide this report free of charge.

If you have any questions please call me on:

Phone: \_ \_ \_ \_     \_ \_ \_ \_

Kind regards

(Signature)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Print name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_