

# Freshwinds External Referral Form – Advice and Welfare Service



We are an independent, confidential free service and we can be accessed by any resident in the City of Birmingham.

Details of Referring Person		
Name:	Position:	Organisation:
Address (inc. postcode):		
Tel:	Fax:	Email:

Nature of Referral – we are able to provide advice and assistance in the following subject areas.		
<input type="checkbox"/> Welfare Benefits	<input type="checkbox"/> Money / Debt Advice	<input type="checkbox"/> Tribunal Representation
<input type="checkbox"/> Immigration and Nationality		

Details of Person Being Referred			
1.	Full Name and Title:	Date of Birth:	Age:
	Address (inc. postcode):	Gender: <input type="checkbox"/> Male	<input type="checkbox"/> Female
	Telephone Home / Mobile:		
2.	Can we contact client by?	Telephone: <input type="checkbox"/> →	and leave voicemail? <input type="checkbox"/>
		Post: <input type="checkbox"/> →	remove logo from letters? <input type="checkbox"/>
		Email: <input type="checkbox"/>	

Reason for Referral
<i>(Please give us as much information as possible on why you are referring the client to our services).</i>

<p><b>Risk Assessment – Please complete fully.</b> Has a risk assessment being undertaken by your organisation or are there any known risks (to staff, self, other service users, community etc) <b>YES/NO?(please circle)</b></p> <p>If yes please provide further information;</p>
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Once completed please send this form to us
By Post: Freshwinds. Prospect Hall, 12 College Walk, Selly Oak, Birmingham B29 6LE
By Fax: 0121 415 6699
By Email: findadvice@freshwinds.org.uk

