

# Submit a First Request Form

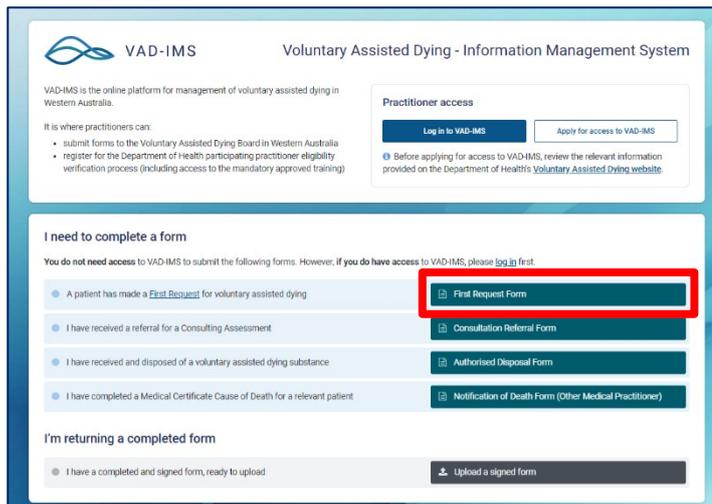
## VAD-IMS Quick Reference Guide

- This guide is for practitioners who **do not** have a VAD-IMS account.
  - If you have a VAD-IMS account, please see the User Guide.
- The First Request Form is used after you receive a formal First Request for voluntary assisted dying.
- More information about receiving a First Request can be found on the Department of Health's [Voluntary Assisted Dying First Request website](#).

### Step 1 – Finding the Form

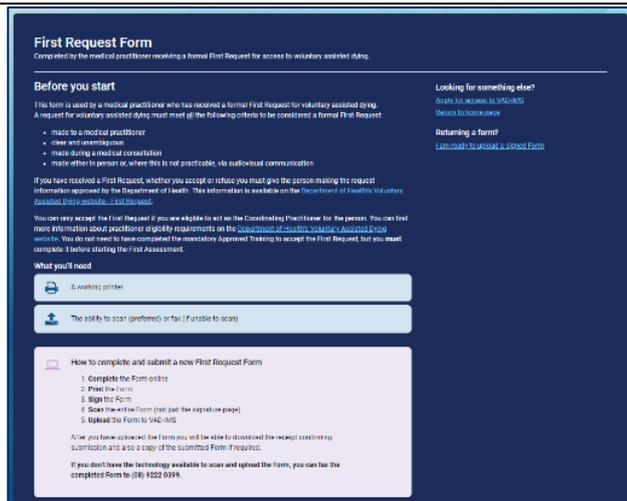
Go to the VAD-IMS homepage at <https://vad-ims.health.wa.gov.au>

Click on the **First Request Form** button.

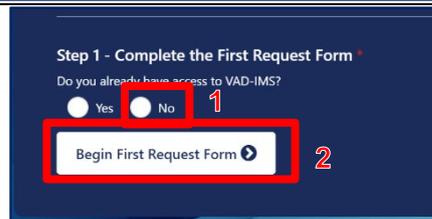


The **First Request Form** landing page will open.

Read the guidance on the page.



1. Select **No** to the question *Do you already have access to VAD-IMS?*
2. Click on the **Begin First Request Form** button.



The **First Request Form** will open.

## Step 2 – Filling in the form

Begin filling in the First Request Form.

**Note:** A red asterisk (\*) indicates that a field is mandatory. This means it must be completed to successfully submit the form.

Voluntary Assisted Dying Board  
First Request Form

Completed by the medical practitioner receiving a First Request for access to voluntary assisted dying.  
The medical practitioner completes this form after the person has made a First Request for access to voluntary assisted dying. A medical practitioner must refuse a First Request if they are not eligible to act as a Coordinating Practitioner.  
If the medical practitioner has a conscientious objection to voluntary assisted dying they must **immediately** inform the person that they are refusing the First Request.  
In other cases, the medical practitioner must inform the person within **2 business days** after receiving the First Request.

In all cases the medical practitioner must:

1. complete this form, and
2. give a copy of it to the Voluntary Assisted Dying Board.

**NI:** on acceptance of a First Request the medical practitioner becomes the Coordinating Practitioner for the person.

**When uploading a form online or sending via fax:**  
Scanning this form via iScan or sending via fax is considered giving a copy of this form to the Voluntary Assisted Dying Board.

**A. Person/Patient information**

Title\*  
 Ms  Mrs  Mr  Miss  Dr  Other

Family name\*

Given name\*

Other given name(s)

Date of birth (DD/MM/YYYY)\*

When you start typing an address into any address field within the form, VAD-IMS will automatically look this up. You can automatically populate the address fields by **clicking on the correct address** from the list that appears.

If the correct address isn't found, you can manually enter it.

Home address (line 1)\*

355 Scarborough Beach Road Osborne Park WA, Australia  
 35 Lake Street Northbridge WA, Australia  
 359 Hammond Road Success WA, Australia  
 35 Stirling Hwy Crawley WA, Australia  
 35 Wellington Street East Perth WA, Australia

State\*  
 - please select a state -

Postcode\*

Click the **Next** button at the bottom of each page to continue.

**Note:** If you can't complete the form in the one session, you can download the partially filled in form by clicking the link (see red arrow) at the bottom of each page.

You will then need to complete and sign the form by hand and submit it via the [Upload a signed form](#) page on VAD-IMS. See the **Upload a signed form Quick Reference Guide** for more information.

If you are unable to upload online you can fax the completed form to (08) 9222 0399.

No phone

Telephone number\*

Email address

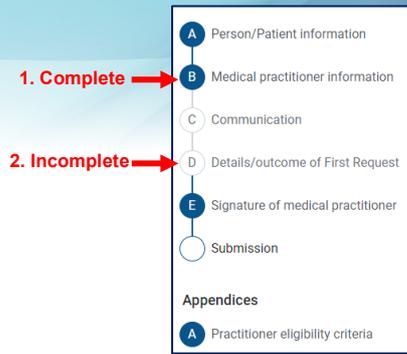
**Next**

**If you can't complete the Form now, you can [download the partially filled in form](#) to complete by hand later. You can then submit the form by either:**

- Scanning the completed and signed Form and uploading it via the VAD-IMS homepage;
- Faxing the completed Form to (08) 9222 0399.

As you progress, parts of the form that are incomplete will be indicated in the form navigation.

1. Filled blue circles indicate completed parts.
2. Unfilled circles indicate incomplete parts.



If you haven't completed all mandatory fields before reaching the **Submission** page, you will be prompted to do so.

Clicking on the links in the message will take you to that part of the form so you can edit it.

The screenshot shows the 'Voluntary Assisted Dying Board First Request Form' submission page. A red warning box contains the text: 'Please correct the following before submitting: Part C - Communication must be completed, Part D - Details/outcome of First Request must be completed'. Below the warning are 'Submit First Request' and 'Back' buttons.

### Step 3 – Submitting the form

First you will **submit the digital data** and then you will need to **upload** a copy of the form you have **physically signed**.

1. Click **Submit and then Sign** button.

Once you have completed all the mandatory form fields, a reCAPTCHA prompt will appear.

2. Check the **I am not a robot** box and complete any required reCAPTCHA Tasks.
3. You will then be able to click the **Confirm and Next Step** button.

You will then be walked through how to finalise submission of your form to the VAD Board.

The first screenshot shows the 'Signature of medical practitioner' page with fields for Signature, Date, and Print name. A 'Submit and then Sign' button is highlighted with a red box and labeled '1.'. A 'Previous' button is also visible. The second screenshot shows the 'Confirm your submission of digital information already entered' page with a reCAPTCHA 'I'm not a robot' box highlighted with a red box and labeled '2.'. A 'Confirm and Next Step' button is highlighted with a red box and labeled '3.'. A 'Back' button is also visible.

Click the **Download the form** button.

This will download a PDF version of your completed form.

**Note:** The form will be downloaded as a .zip file. The main body of the form will be in a separate PDF to the Appendix.

**Print** the Form, and complete part **E. Signature of medical practitioner**, including the signature and print name fields (and date field if required).

**Scan** the entire completed Form (not just the signature page).

Click the **Upload the scanned form** button.

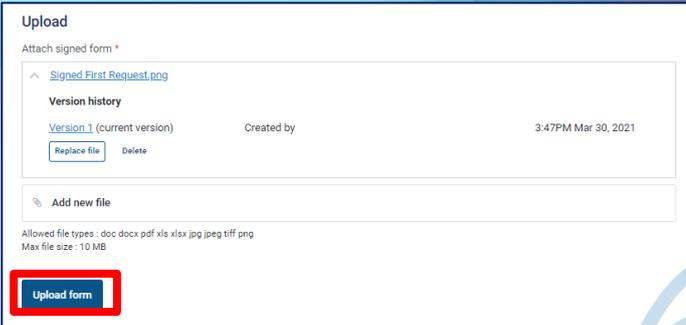
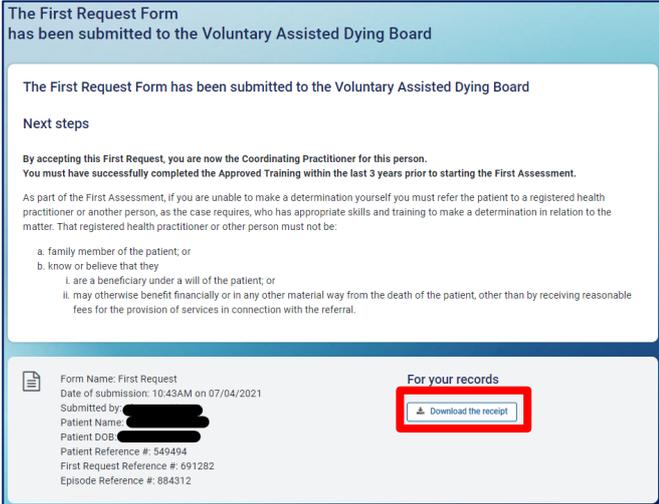
The **Upload a signed form** page will open.

Some fields will already be filled based on information you entered in the form. This includes the Form type, Patient's full name and Form ID fields (see red arrows).

Check the **I am not a robot** box and complete any required reCAPTCHA tasks.

Click on the **Add new file** area that appears.

This will open your computer's file explorer. Navigate to and select the file of the signed and scanned Form.

<p>The file will be added.</p> <p><b>Note:</b> More information and options for the added file can be seen by clicking the chevron symbol (▼) next to the file name. From here you can <b>replace or delete</b> the file if needed.</p> <p>Click <b>Upload form</b> to complete process of submitting the Form to the VAD Board.</p>	 <p>The screenshot shows an 'Upload' section with the text 'Attach signed form *'. Below this is a file entry for 'Signed First Request.png' with a version history table showing 'Version 1 (current version)' created on '3:47PM Mar 30, 2021'. There are 'Replace file' and 'Delete' buttons. Below the table is an 'Add new file' button. At the bottom, there are allowed file types and a maximum file size of 10 MB. A red box highlights the 'Upload form' button.</p>
<p>A confirmation screen will open.</p> <ul style="list-style-type: none"> <li>• Read the <b>Next steps</b> guidance carefully. The content will depend on whether you have accepted or refused the First Request.</li> <li>• You can download a pdf receipt of submission for your records by clicking the <b>Download the receipt</b> button.</li> <li>• <i>If you have returned the form by fax you will be sent a confirmation of receipt by the Secretariat.</i></li> </ul>	 <p>The screenshot shows a confirmation screen titled 'The First Request Form has been submitted to the Voluntary Assisted Dying Board'. It includes a section for 'Next steps' with detailed instructions. At the bottom, there is a 'For your records' section with a 'Download the receipt' button highlighted with a red box. The submission details listed are: Form Name: First Request, Date of submission: 10:43AM on 07/04/2021, Submitted by: [redacted], Patient Name: [redacted], Patient DOB: [redacted], Patient Reference #: 549494, First Request Reference #: 691282, and Episode Reference #: 884312.</p>

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