  

Advice

Questionnaire

**At this office the RCJ Advice Bureau provides free, independent and confidential advice about personal debts and personal bankruptcy.**

**Please complete this questionnaire as much as possible. This will help the adviser to understand your situation more quickly.**

**The advice session ends at 1pm, and the last client is seen at 12.30pm.**

##### CLIENT CONSENT FORM

Data Protection Act 1998

In order to help you we need to store information about you. The law says that we must get your consent to do this. Everything you tell us will be entered on our case management system (PETRA) and treated confidentially by the National Association of Citizen Advice Bureaux.

Evaluation

The information you give may be passed to a research organisation to evaluate the service we provide. This helps us improve the service to others. This is optional and you can still receive free advice if you choose not to.

Would this be okay with you? [ ]  Yes [ ]  No

If yes, please pick one n [ ]  E­mail [ ] Phone

Permission to act on your behalf

We need your authority to act on your behalf in order to deal with your case. Without your consent many organisations will not talk to us about your case.

I give permission for RCJ Advice Bureau to speak and correspond with any relevant third parties on my behalf: [ ]  Yes [ ]  No

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Name and Address**

Title (please tick): Mr [ ]  Mrs [ ]  Miss [ ]  Ms [ ]  Other [ ]  (please specify) \_\_\_\_\_\_\_

Surname:

First Names:

Date of Birth:

Telephone No.

Email:

Address:

Post Code:

Borough:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Marital Status**

Single [ ]  Married/Cohabiting/Civil Partnership [ ]  Couple [ ]

Separated [ ]  Divorced [ ]  Widowed [ ]  Not Specified [ ]

**Your Health**

Do you have a disability? Yes [ ]  No [ ]

Do you have a long term illness? Yes [ ]  No [ ]

**Your Ethnicity**

Asian or Asian British Bangladeshi [ ]

Asian or Asian British Indian [ ]

Asian or Asian British Pakistani [ ]

Asian or Asian British Other [ ]

Black or Black British African [ ]

Black or Black British Caribbean [ ]

Black or Black British Other [ ]

Chinese [ ]

Mixed White and Asian [ ]

Mixed White and Black African [ ]

Mixed White and Black Caribbean [ ]

Mixed White and Other Background [ ]

Romany, Gypsy, Traveller [ ]

White British [ ]

White Irish [ ]

White Other [ ]

Other [ ]

Please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Housing Status**

Buying Home (Mortgage Holder) [ ]

Private Tenant [ ]

Social Tenant [ ]

Homeless (including ‘Bed & Breakfast’ tenant) [ ]

Hostel [ ]

Own Outright [ ]

Rent Free [ ]

Shared Ownership [ ]

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Your Economic Status**

Working Full Time (over 30 hours) [ ]

Working (Part Time) [ ]

Self Employed [ ]

Unemployed [ ]

Unable to work as sick or disabled [ ]

Carer [ ]

Student [ ]

Retired [ ]

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If working, which borough do you work in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Your Income (approximate where exact figures aren’t known)**

Total Income Amount £ ……….. Weekly [ ]  Fortnightly [ ]  Monthly [ ]  Yearly [ ]

**Your Debts (approximate where exact figures aren’t known)**

Overdrafts, Loans, Credit Cards & Storecards : Total of these \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How many of these? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Council Tax arrears \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Income Tax & NI arrears \_\_\_\_\_\_\_\_\_\_\_\_\_

Benefits Overpayments \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mortgage Arrears \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rent Arrears \_\_\_\_\_\_\_\_\_\_\_\_\_\_

County Court Judgments \_\_\_\_\_\_\_\_\_\_\_\_

Business Debts \_\_\_\_\_\_\_\_\_\_\_\_

Secured Loans \_\_\_\_\_\_\_\_\_\_\_\_

Student Loans \_\_\_\_\_\_\_\_\_\_\_\_

Court Fines \_\_\_\_\_\_\_\_\_\_\_\_

Gas/ Electricity Arrears \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Debts \_\_\_\_\_\_\_\_\_\_\_\_

 **TOTAL DEBT:** \_\_\_\_\_\_\_\_\_\_\_\_