 [](http://www.capitalise.org.uk/default.asp) 

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:** \_\_\_\_\_\_\_\_\_\_\_\_