

STAFF-IN-CONFIDENCE (After first entry)

AD 159
Revised Sep 2007

Department of Defence

ADF Next of Kin and Emergency Contact Details

**Next of Kin (NOK) and emergency contact details should
be updated on PMKeyS Self Service (PSS).**

Entered into PMKeyS <input type="checkbox"/>
Employee ID
Signature
Date

The Department of Defence must abide by the principles contained in the [Privacy Act \(1988\)](#). In accordance with the [Information Privacy Principles \(IPP\)](#) personal information collected on this form may be used by or disclosed to other persons within Defence or to other agencies where such use or disclosure is necessary. Defence will not use or disclose any personal information for other purposes without first obtaining consent. Defence may however be required to disclose personal information without consent if the disclosure is: required or authorised by law (including the [Privacy Act \(1988\)](#)); required in order to investigate an unlawful activity; required by an enforcement body for investigative activities; or necessary to prevent a serious and imminent threat to a person's life, health or safety, or to public health or safety.

<p>Personal particulars</p> <table border="1"> <tr> <td>Employee ID</td> <td>Rank</td> </tr> <tr> <td colspan="2">Family name</td> </tr> <tr> <td colspan="2">Given name</td> </tr> <tr> <td colspan="2">Preferred name</td> </tr> <tr> <td colspan="2">Effective date</td> </tr> </table> <p>Next of Kin is defined as:</p> <ul style="list-style-type: none"> • Spouse or interdependent partner, or • Closest legally recognised relative (eg parents, siblings, children) <p>Your Next of Kin contact may be different from your Primary Emergency Contact. When nominating your Next of Kin for notification purposes, consider the following:</p> <ul style="list-style-type: none"> • The nominated person is over the age of 18 years; • The person has the capacity to make decisions regarding further notification; • The person has knowledge of your family dynamics; and • The person is able to provide contact details of other family members. <p>You can only have one Next of Kin identified.</p> <p>Primary emergency contact</p> <table border="1"> <tr> <td colspan="2">Name</td> </tr> <tr> <td>Relationship</td> <td>Tick if this is your Next of Kin <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Religion</td> </tr> <tr> <td colspan="2">Address</td> </tr> <tr> <td>City</td> <td>State</td> <td>Postcode</td> </tr> <tr> <td colspan="3">Country</td> </tr> <tr> <td colspan="3">Phone number (Include area code)</td> </tr> <tr> <td>Alternative phone number (Include area code)</td> <td colspan="2">Type</td> </tr> <tr> <td>Alternative phone number (Include area code)</td> <td colspan="2">Type</td> </tr> <tr> <td colspan="3">Email address</td> </tr> <tr> <td colspan="3">Additional comments</td> </tr> </table>	Employee ID	Rank	Family name		Given name		Preferred name		Effective date		Name		Relationship	Tick if this is your Next of Kin <input type="checkbox"/>	Religion		Address		City	State	Postcode	Country			Phone number (Include area code)			Alternative phone number (Include area code)	Type		Alternative phone number (Include area code)	Type		Email address			Additional comments			<p>Primary emergency contact (continued)</p> <table border="1"> <tr> <td>Alternative phone number (Include area code)</td> <td>Type</td> </tr> <tr> <td>Alternative phone number (Include area code)</td> <td>Type</td> </tr> <tr> <td colspan="2">Email address</td> </tr> <tr> <td colspan="2">Additional comments</td> </tr> </table> <p>Emergency contact 1</p> <table border="1"> <tr> <td colspan="2">Name</td> </tr> <tr> <td>Relationship</td> <td>Tick if this is your Next of Kin <input type="checkbox"/></td> </tr> <tr> <td colspan="2">Religion</td> </tr> <tr> <td colspan="2">Address</td> </tr> <tr> <td>City</td> <td>State</td> <td>Postcode</td> </tr> <tr> <td colspan="3">Country</td> </tr> <tr> <td colspan="3">Phone number (Include area code)</td> </tr> <tr> <td>Alternative phone number (Include area code)</td> <td colspan="2">Type</td> </tr> <tr> <td>Alternative phone number (Include area code)</td> <td colspan="2">Type</td> </tr> <tr> <td colspan="3">Email address</td> </tr> <tr> <td colspan="3">Additional comments</td> </tr> </table>	Alternative phone number (Include area code)	Type	Alternative phone number (Include area code)	Type	Email address		Additional comments		Name		Relationship	Tick if this is your Next of Kin <input type="checkbox"/>	Religion		Address		City	State	Postcode	Country			Phone number (Include area code)			Alternative phone number (Include area code)	Type		Alternative phone number (Include area code)	Type		Email address			Additional comments		
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Emergency contact 2		
Name		
Relationship	Tick if this is your Next of Kin <input type="checkbox"/>	
Religion		
Address		
City	State	Postcode
Country		
Phone number <i>(Include area code)</i>		
Alternative phone number <i>(Include area code)</i>	Type	
Alternative phone number <i>(Include area code)</i>	Type	
Email address		
Additional comments		
Applicant's signature		
Signature		
Printed name	Date	

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