Please complete the following referral form and return it to [c.sims@srchelp.org.uk](mailto:c.sims@srchelp.org.uk). Answers marked with \* are mandatory.

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| --- | --- | --- | --- | --- | --- |
| **Counselling Referral Form** | | | | | |
| **Client Details** | | | | | |
| **\*First Name:** | **\*Last Name:** | | | | |
| **\*Preferred Name:** | | | | | |
| **\*Are you 14 or older? Yes  No** | | | | | |
|  | | | | | |
| **Contact Details**  **(Please provide at least one method of contact)** | | | | | |
| **Home Telephone:** | **Call  Voicemail** | | | **Preferred Contact** | |
| **Mobile Telephone:** | **Call  Text  Voicemail** | | | **Preferred Contact** | |
| **Address:**  **Preferred Contact** | **Email Address:** | | | **Preferred Contact** | |
| **\*Preferred Counselling Location:** | **Ipswich** |  | **Leiston** | |  |
| **Lowestoft** |  | **Stowmarket** | |  |
| **Bury St Edmunds** |  | **Brandon** | |  |
| **Online** | | | | |
| **\*Any other contact information:**  **Our office is on the first floor with no lift. If you have any difficulty getting upstairs, please let us know and we can arrange to meet you in a downstairs room.** | | | | | |
|  | | | | | |
| **Equality Monitoring**  **The following questions are optional.**  **Your choice not to answer these questions will not affect your access to our service in any way.** | | | | | |
| **Gender?** | **Racial and Ethnic Identity?** | | | | |
| **Date of Birth?** | **Do you consider yourself to be a trans person?**  **YES/NO** | | | | |
| **Religion or Belief?** | **Do you have a disability?** | | | | |
| **Sexual orientation?** | **Relationship Status?** | | | | |
| **Are you currently pregnant?**  **YES/NO** | **Do you have any caring responsibilities?**  **BABIES/CHILDREN/OTHER** | | | | |

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|  |
| **Additional Information:**  **If there is any information you think would be useful for us to know please put it in the box below.** |
|  |
| **Data Protection** |
| **\*Please note: All information given on this form will be kept and stored in accordance with the new data protection guidelines (GDPR, 2018). The person named on this form can gain access to any of their stored information at any time and can request that any information given be destroyed**  **.**  **\*If you give consent for us to store your information please tick this box**    **\*If you give consent for us to contact you regarding counselling**  **If you would like to join our e-mail mailing list and receive our newsletter containing service updates, fundraising events, volunteer opportunities and employment opportunities please tick here (16+)** |
|  |
| **Thankyou for completing our referral form, we will be in touch shortly.**  **If you would like to speak to someone in the meantime our helpline is open Tuesday and Thursday Evening from 7pm – 9pm on 0800 0850 520.** |

**Date Ref Received: SRC Code:**