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| Section 1: Identification Information of Client(s) and Family Members *Explain to the client that you are now going to ask some basic information about them and their family. If client is a child, add details of care giver (s) below. Note that in some cases there may be multiple clients in one case* |
| **Surname** | **Name** | **ID Number***Include SA ID or other forms of identification* | **Date of Birth** | **Language** | **If Foreigner, specify Nationality** | **Racial Group** | **Gender** | **Type of disability (if applicable)** *Sight, Hearing, Communication, Physical, Mental, Multiple* | **Name of School & Grade / Employer (if applicable)**  |
| **B** | **C** | **A** | **W** | **M** | **F** |
| **Primary Client (s)** |
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| **If client is a child, add details of caregiver or caregivers below**  |
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| **Other family / Household members**  |
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|  **Section 2: Contact Details of Client**  |
| **Street Address and number** |  | **Ward Number**  |  | **Office / Service Point** |  | **Sub-district** |  | **District**  |  |
| **Directions to client’s residence** |  |
| **Contact Details Home** |  | **Work Contact Details** |  | **Mobile Number** |  |

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| **Section 3: Employment details of client (if relevant)** |
| **Employment Status** | 🞏 Employed | 🞏 Unemployed  | 🞏 Self employed  | 🞏 Pensioner  |
| **If employed, Employer** |  | **Physical Address** |  |
| **Name of contact person at Employer** |  | **Contact Details** |  |

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| **Section 4: School details of client (if relevant)** |
| **Name of School** |  | **Address of School** |  |
| **Name of contact person at School** |  | **Contact Details** |  |

| **Section 5: Identifying Information completed by** |
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| **SSP Name and Surname** | **Signature** | **SACSSP Registration number** | **Date** |
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| **Section 6: Updates to Identifying Information** *To be completed as and when Biographic data changes. Indicate below the information which should be changed, e.g. change telephone number from 1234 to 1111* |
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| **Date** | **Specify information to be updated** | **Updated by** |
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