## **Record of Giving Forms**

## s.337 OR s.340

## **Instructions:**

- to be completed by person who physically gives the form by means of postage or physical delivery; and
- print this record, sign, attach copy of signed form and the material provided to the person along with the form (marked Attachment 1) and keep on file.

DETAILS OF PERSON FORM DIRECTED TO

Title	Name		
Address			
TYPE OF FORM GIVEN?			
Form:	337 340		
DETAILS OF PERSON GIVING THE FORM			
Title	Name		
Г			
HOW WAS THE FORM GIVEN?			
By delivering it to the person personally:			
I delivered the form on the following date and time:			
I was able to identify the person the form was given to by:			
OR			
By post:			
Date posted:			

Uncontrolled copy. Refer to the Department of Education, Training and Employment Policy and Procedure Register at https://ppr.qed.qld.gov.au/pp/hostile-people-on-school-premises-wilful-disturbance-and-trespass-procedure to ensure you have the most current version of this document.

I sent the form by the	he following postal ı	method:		
Registered post	Express post	Ordinary post		
Tracking Number (Please attach sticker for Registered Post/Express Post):				
The address on the envelope was the address of the last place I knew to be the person's residence, namely:				
OR				
By leaving the form addressed to the person at the last place I knew to be the person's residence, namely:				
Date and time form left:				
How / where was form left:				
OR				
By giving the form, addressed to the person, to a police officer to serve to the person, at the last place I knew to be the person's residence, namely:				
Name, rank and registered number of police officer:				
COPY OF SIGNED FORM ATTACHED				
Copy of signed form	is attached and mark	ed "Attachment 1"		
NAME AND SIGNATU Name:	IRE OF PERSON G	GIVING FORM		
Signature:				
Date:				

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