To send the form by email, use one of the methods* below to fill out the form manually or electronically, and then send it to the email address shown on the form.

(* There are several other methods, these are just some of the more common ones!)

1) Manually: Print the form, fill it in with a pen, then either scan it or take a legible, full size portrait photo with your phone/tablet

2) Electronically – if using the Microsoft Edge browser:

- Open the form in Edge, click on the T at the top to type Text in the appropriate places, then save

3) Electronically – using Adobe Acrobat Reader:

- Download the form to a computer
- Right click on the downloaded form and choose Open With… Adobe Acrobat/Reader
    - If you don't have Adobe Reader, download and install it from get.adobe.com/reader
- Click on E-Sign (or under All tools – Fill and Sign)
- Click on the tool to fill in form fields on the left – an 'A' in a dotted box, see below
- Position your cursor on the form and type your responses
    - For check/tick boxes, it's easiest to just type an X. You may need to type spaces to position it correctly.
    - For signatures, just type your name. (You can setup an electronic signature but it is more time-consuming and is not necessary for our forms.)
- In the menu top left, choose Save As, then choose a name and location for your updated form.

Note these instructions may vary for different versions of Adobe Reader, but the Fill and Sign or E-Sign option should be available somewhere!