



# Consumer Credit File – Update Form

## Australia

Dun & Bradstreet provides access for individuals to their Consumer Credit File. This form allows consumers who wish to have content of their Consumer Credit File investigated. Should you query any item in your file please advise Dun & Bradstreet immediately in writing, by completing this form and returning it to our Public Access Centre:  
 Dun & Bradstreet (Australia) Pty Ltd – Attention: Public Access Centre – PO Box 7405 – St Kilda Road VIC 3004

### YOUR CONSUMER REFERENCE DETAILS (This Information is necessary to identify you - Please complete all personal details below - \* mandatory fields)

Consumer Reference No.* <small>(This number was supplied to you upon receipt of your Consumer Credit File)</small>						
First Name*				Surname*		
Current Residential Address*	Unit No		Street No		Street Name	
	Suburb/Town				State	P/code
Mailing Address*	Unit No		Street No		Street Name	
	Suburb/Town				State	P/code
Contact Phone Number						

### UPDATING YOUR PERSONAL DETAILS (If you would like to update your personal details held on your consumer credit file, along with proof of your identity (i.e. a copy of your drivers licence) please complete the personal details below.)

First Name				Date of birth	DD / MM / YY
Middle Name				Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Surname				Drivers Licence No	-----
Alias/Maiden Name					
Current Employer Name					
Current Residential Address	Unit No		Street No		Street Name
	Suburb/Town				State
Previous Residential Address	Unit No		Street No		Street Name
	Suburb/Town				State

### UPDATE DETAILS

- If you are querying a credit default, D&B will work with the specific credit provider on your behalf to resolve the issue. Please note that credit defaults remain on your Consumer Credit File for 5 years from date of listing, even if they are paid.
- If a credit default has been finalised please provide D&B proof of payment in order to update your Consumer Credit File.
- If you are querying that a judgment has been set aside, struck out or dismissed, D&B requires documentation from the court. Please submit the documentation along with this completed form.
- If you are querying that a Bankruptcy Order has been Discharged or Annulled D&B requires documentation from the Insolvency & Trustee Service Australia. Please submit the documentation with this completed form.

### NATURE OF QUERY (Detail the query – to include additional information please attach details)

--

I confirm that I am querying information regarding my own Consumer Credit File and that the details supplied are true and correct.

Signature		Date	DD / MM / YY
-----------	--	------	--------------

### PRIVACY STATEMENT

Dun & Bradstreet (Australia) Pty Ltd – ABN 72 256 863 039 and DBCC Pty Ltd collects personal information about the individual to whom this letter has been addressed (you) for the purpose of carrying out credit reporting and debt collection activities. D&B will also use personal information for planning and research purposes, but for these purposes it uses and produces aggregate or de-identified data. D&B will usually disclose personal information to Credit Providers, Courts, Tribunals and organisations D&B instructs to do things on its behalf (such as process servers, mailing houses and lawyers.) Generally, D&B will allow you to access information D&B holds about you by contacting D&B's Public Access Centre on telephone number 1300 734 806. D&B may charge a fee to provide access to such information. Sometimes D&B will refuse to give you access to information if it does it will provide you with the reason for its decision.

D&B Public Access Centre - PO Box 7405 St Kilda Road VIC 3004 - [www.checkyourcredit.com.au](http://www.checkyourcredit.com.au)  
 Tel 1300 734 806 - Fax 03 9828 3118 - Email [pac.austral@dnb.com.au](mailto:pac.austral@dnb.com.au)  
 D&B DBCC Pty Ltd - DUNS 75 014 4649 | ABN 38 101 620 446 | ACN 101 620 446