Government and private notification tracker

Keep the government reference separate from banks, utilities and other private organisations. This worksheet does not send any notification.

1. Organisation or government service

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2. Official route checked

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3. Reference or safe reminder of where it is stored

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4. Date submitted

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5. Confirmation or outstanding request

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6. Next action and person responsible

Use one sheet for each case. Mark missing information as open and identify who will follow up. Check the guidance before acting.

This is a planning aid, not an official form. Save your own copy and share only the information that is needed.