

## APPLICATION FOR ACCESS TO DOCUMENTS

Under s13 of the Freedom of Information Act 1991

### Lodgement of Application

Agency holding document(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Details of Applicant

Surname \_\_\_\_\_

Given Names \_\_\_\_\_

Australian Postal Address \_\_\_\_\_

Post Code \_\_\_\_\_

Phone (Home) \_\_\_\_\_ Phone (Work) \_\_\_\_\_

Mobile \_\_\_\_\_

Email (optional) \_\_\_\_\_

### Details of Request

Describe the documents to which you seek access. If you are applying for access to personal information please provide sufficient information to assist with identification of documents, eg date of birth, previous names etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

These documents  Do /  Do Not contain information about my personal affairs.

(Please tick whichever does not apply)

### Form of Access (please tick in appropriate box)

I wish to inspect the documents  Yes  No

I require a copy of the documents  Yes  No

I require access in another form  Yes  No

Specify \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Fees and Charges**

An application fee must be submitted with the completed application form, unless you are seeking to have the application fee waived. Please attach evidence, eg a copy of your concession card, or other evidence as proof of financial hardship if this the case.

You are not required to pay a fee or charge for seeking a review of a fee or charge.

In the following section please tick as appropriate

- Do you qualify for fee waiver?       **Yes**       **No**
- Is proof attached?                       **Yes**       **No**
- Is the fee attached?                       **Yes**       **No**
- Application Fee is in the form of       **Cash**       **Money Order**       **Cheque**  
*(Please do not send cash through the mail)*

Generally agencies accept fees in the form of money order or cheque, through the mail, and cash, if applying in person. If you wish to pay your application fee via credit card you will need to ask the agency you are applying to if they accept credit card payments.

If no fee is attached and you do not qualify for fee waiver then this application will not be valid until the fee has been received by the agency.

In the event that the agency varies or reverses a determination so that access to a document is given (either immediately or subject to deferral) the agency will refund any application fee.

**Applicant's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Office Use Only**

Received on \_\_\_\_\_

Acknowledgement sent on \_\_\_\_\_