

# Government Information (Public Access) Act 2009

## ACCESS APPLICATION

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009 (GIPA Act)*. If you need help in filling out this form, please contact the Right to Information Officer on 1800 726 997.

### 1. Your details

**Surname:** ..... **Title:** Mr / Ms

**Other names:** .....

**Postal address:** ..... **Postcode:** .....

**Day-time telephone:** ..... **Facsimile:** .....

**Email:** .....

*The questions below are optional and the information will only be used for the purposes of providing better service.*

**Place of birth:** ..... **Main language spoken:** .....

**Aboriginal or Torres Strait Islander:** Yes / No (circle one)

**Do you have special needs for assistance with this application:**.....

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.....

☐ I agree to receive correspondence at the above email address.

☐ I agree that information about my application, such as my name and purpose for the application, can be provided to any third parties consulted as part of this application (please note that leaving this blank may delay the decision on your application).

### 2. Proof of identity

*Only required when an applicant is requesting information on their own behalf.*

**When seeking access to personal information, an applicant must provide proof of identity in the form of a *certified copy* of any one of the following documents:**

☐ Australian driver's licence ..... ☐ Current Australian passport  
with photograph, signature and current address

☐ Other proof of signature and current address details

Are you seeking personal information? **Yes / No** (circle one)

Are you seeking someone else's personal information **Yes / No** (circle one)

*Note: you may be asked to provide proof that you have permission to access this information*

### 3. Government information

Please describe the information you would like to access in enough detail to allow us to identify it.

Note: If you do not give enough details about the information, the agency may refuse to process your application.

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### 4. Form of access

How do you wish to access the information?

- ☐ Inspect the document(s) ☐ A copy of the document(s)
- ☐ Access in another way (please specify) .....
- .....

### 5. Application Fee

I attach payment of the **\$30 application fee** by cash / cheque / money order (circle one).

### 6. Disclosure log

If the information sought is released to you and would be of interest to other members of the public, details about your application may be recorded in the agency's 'disclosure log'. This is published on the agency's website.

Do you object to this? **Yes** / **No** (circle one)

### 7. Discount in processing charges

You may be asked to pay a charge for processing the application (\$30 / hour). Some applicants may be entitled to a 50% reduction in their processing charges. If you wish to apply for a discount, please indicate the reason:

- ☐ Financial hardship – please attach supporting documentation (eg a pension or Centrelink card).

**AND / OR**

- ☐ Special benefit to the public – please specify why below:

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Applicant's signature: .....

Date: .....

**General information about the GIPA Act is available by calling the Office of the Information and privacy Commissioner on freecall 1800 INFOCOM (1800 463 626) or at its website: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au)**