

**OFFICIAL**

**FOI APPLICATION FORM**

**Request for Access to Documents**

Under Section 13 of the *Freedom of Information Act 1991*

<b>Agency Details</b>	
Name of the Agency you are seeking to access documents from:	
<b>Details of Applicant</b>	
Surname:	
Given Names:	
Australian Postal Address:	
Suburb:	Post Code:
Email <i>(optional)</i> :	
Contact phone numbers:	
<b>Details of documents being requested</b>	
<i>(Describe the documents you are seeking to access. If you are applying for access to personal information please provide enough information to assist with identification of documents, eg date of birth, previous names etc. Attach more pages if you cannot fit all of the information in this box.)</i>	
Do the documents you have described above contain information about your personal affairs? YES / NO <i>(cross out whichever does not apply)</i>	
<b>Form of Access</b>	
<i>(place a tick in the most appropriate boxes)</i>	
I wish to inspect the documents	<input type="checkbox"/> Yes <input type="checkbox"/> No
I require a copy of the documents	<input type="checkbox"/> Yes <input type="checkbox"/> No
I require access in another form	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes please specify below)</i>
Specify other form of access here if applicable, e.g transcript of a recorded document.	

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**Fees and Charges**

An application fee of **\$40.75** must be submitted with the completed application form, unless you are seeking to have the application fee waived. If you are seeking to have the application fee waived, please attach evidence supporting why it should be waived (if applicable) e.g. attach a copy of your concession card or other evidence as proof of financial hardship.

**In the following section please tick as appropriate:**

Is the application fee attached?  Yes  No

Application fee is in the form of  Money Order  Cheque  Credit Card

Do you require a fee waiver?  Yes  No      Is evidence of the need to waive fees attached?  Yes  No  
*(e.g. a copy of your concession card)*

Fee waiver for reason other than financial hardship  Yes  No

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

Applicant's Signature:

Date ..... / ..... / 20.....

**Notes on lodging this FOI application**

Now that you have completed all of the information required in this application form, post, email or deliver it (along with any required documents e.g. payment or proof of concession for fee waiver) to the agency that holds the documents you are seeking to access.

Please keep a copy of your application for your own reference.

**OFFICE USE ONLY**

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Received on ..... / ..... / 20.....

Acknowledgment sent on ..... / ..... / 20.....

Determination sent on ...../...../ 20.....