



# APPLICATION FOR ACCESS TO INFORMATION UNDER THE GOVERNMENT INFORMATION (PUBLIC ACCESS) ACT 2009 s.41

## 1 DETAILS OF THE APPLICANT

Family name: \_\_\_\_\_ Title: (Mr/Mrs/Ms/Other): \_\_\_\_\_  
 Given name(s): \_\_\_\_\_ Alias: \_\_\_\_\_  
 Postal Address in Australia: \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Telephone: Home: ( ) \_\_\_\_\_ Work/mobile ( ) \_\_\_\_\_  
 Personal:  Non-Personal:  (Please tick one)  
**Postal Option** (Please select) :

- **Express Post** (Next Day Delivery – no signature required)
- Person to Person Registered (only the applicant can receive papers)
- Registered (Anyone at the postal address can collect papers)

## 2 DETAILS OF APPLICATION

I request access to information in records concerning (please attach additional pages if required):  
 \_\_\_\_\_  
 \_\_\_\_\_

Name	<input style="width: 95%;" type="text"/>	DOB	<input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/>	Relationship	<input style="width: 95%;" type="text"/>
Name	<input style="width: 95%;" type="text"/>	DOB	<input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/>	Relationship	<input style="width: 95%;" type="text"/>
Name	<input style="width: 95%;" type="text"/>	DOB	<input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/>	Relationship	<input style="width: 95%;" type="text"/>
Name	<input style="width: 95%;" type="text"/>	DOB	<input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/> / <input style="width: 95%;" type="text"/>	Relationship	<input style="width: 95%;" type="text"/>

Name of agency unit holding documents (if known): .....

- Please note:
- If you are seeking information relating to **your personal affairs**, we need **proof of your identity**. When you seek documents that concern **another person's personal affairs**, you are required to submit **proof of identity** as well as an authority letter from that person indicating they **consent** to the release of personal information concerning them to you. We also need **consent** from a client being represented by a solicitor or from a non-custodial parent seeking information on a custodial parent or a child who is 10 years of age or over.
  - For adoption information, please contact the Adoption Information Unit on 1300 799 023.

## 3 FORMS OF ACCESS

The *GIPA Act 2009* provides for access to information in records. The type of access that is provided may depend on the form in which the information is stored and may include a copy of records, a transcript of a recorded document, a copy of electronic information or inspection of records containing information.

We usually provide an applicant with a copy of the relevant documents.

Please tick the **one** form of access you prefer:

Copy of the document/s or  
 Inspection of the documents or  
 Access in another form (specify): .....

## 4 FEES AND CHARGES

### 4.1 Application Fee

The application fee for a Right to Information application is **\$30.00 or \$15 Concession** (see 4.3 below) Processing **cannot** commence until this fee is paid.

### 4.2 Additional processing charges

The application fee for applicants seeking access to their own personal information provides for 20 hours of processing (\$30 per hour or \$ 15 concession per hour thereafter).

The application fee for non-personal information provides for one hour of processing (\$30 per hour or \$15 concession per hour thereafter).

### 4.3 Concession

A **50% reduction** in the fee and processing charges may apply where:

- *the applicant holds a Pensioner Card or a Health Benefit Card, or*
- *is a child or young person, or*
- *represents a non-profit organisation or*
- *is able to demonstrate financial hardship or*
- *is able to show that the information they seek is in the public interest*

If you consider you are entitled to a reduction in fee and processing charges, please provide a copy of supporting documents.

## 5 LODGING YOUR APPLICATION

You may lodge your application, and the fee (cash/cheque/money order) at your local Community Services Centre (CSC) (a list can be found on our website [www.community.nsw.gov.au](http://www.community.nsw.gov.au)) or post your application, valid identification (for personal requests) and the application fee (cheque/money order payable to Community Services) to:

Department of Family and Community Services - Community Services  
Right to Information Unit  
Locked Bag 4028  
ASHFIELD NSW 2131

*Please do not send cash through the mail*

## 6 CONSENT

The GIPA Act requires an agency to consult with third parties when considering the potential release of information about the other person's personal or other affairs. If we are required to consult other people about your application, we may need your consent to tell that person that you are the applicant. Please indicate below if you consent to your identity as an applicant being disclosed:

- Yes, I consent to my identity as an applicant under GIPA Act being disclosed
- No, I do not consent to my identity as an applicant under the GIPA Act being disclosed

## 7 APPLICANT'S SIGNATURE

I understand that I may be required to pay processing charges in relation to this application and that prior to additional costs being charged, I will be provided with a quote for the completion of my application.

Attached is a cheque / money order for the application fee.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FURTHER INFORMATION

The Office of the Information Commissioner can provide further information: [www.oic.nsw.gov.au](http://www.oic.nsw.gov.au), phone 1800 463 626.

The Government Information (Public Access) Act, 2009 is available from the NSW Government Information Service or libraries or on the Internet at [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au). Sections 14 and 15 explain the circumstances under which the agency may refuse or defer access to information.