| GIPA Reference Number |
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# Government Information (Public Access) Act 2009 Access Application Form – Formal Application

Please complete this form to apply for formal access to information held by NSW Police under the *Government Information (Public Access) Act 2009 (GIPA Act)*.

#### **Your Details**

| Name (Family Name,<br>Given Name): |       | Title:        |  |
|------------------------------------|-------|---------------|--|
| Previous Names:                    |       |               |  |
| Company Name:                      |       |               |  |
| Postal address:                    |       |               |  |
| State:                             |       | <br>Postcode: |  |
| Preferred Contact Nur              | mber: | Email:        |  |

I agree to receive correspondence at the above email address. YES/NO

### **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 license (with photograph, signature and current address)
- Current Australian passport
- Other proof of signature and current address details
- \* Certified means that your proof of identify must be verified (ie signed and dated) by an authorised person (Justice of the Peace, doctor, teacher, pharmacist, legal practitioner, Postmaster Australia Post).

### Application fee and processing charges

I attach payment of the \$30.00 application fee by

- Cheque (Enclose a cheque made payable to NSW Police )
- Money order (Enclose a money order made payable to NSW Police)
- Credit Card (Authority is to be attached)

I understand that I may be asked to pay additional processing charges.

#### Please do NOT send cash through the post.

### **Fee Reduction**

| You may be entitled to a reduction of fees to \$15.00 if :  |
|---|
| You have financial hardship - Please attach supporting documentation eg Health Card, Pension or<br>Centrelink Card  |
| > Special benefit to the public - Please specify why?   |
| Government Information  |
| Are you seeking personal information? Yes/No  |
| Are you seeking your Criminal History only? Yes/No  |
| Please describe in detail the information you would like to access to allow the record(s) to be identified.   |
| Event Number: Date of incident:   |
| Local Area Command incident was reported to:  |
| However, your application is not valid until you provide enough details to enable NSW Police to identify the information you are seeking. You can only apply for access to information that is contained in records that are currently held by NSW Police. NSW Police cannot be required to create a new document in order to respond to your application but may, if it is more administratively convenient, decide to do so (e.g., create a |
| summary document rather than to copy all of the source documents. You should supply any additional information that you feel will support your claim for access to the documents/information.  Note: If the incident you require involves a deceased person which was investigated by the State Coroner, please enquire with that department prior to applying to this unit.  |
| Information that you feel will support your claim for access to the documents/information.  Note: If the incident you require involves a deceased person which was investigated by the State  |
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#### Form of access

| How do you wish to access the information?  |              |    |  |  |
|---|--------------|----|--|--|
| <ul> <li>Inspect the document</li> <li>A copy of the document(s)</li> <li>Access in another way (please specify) Example: In the form of a CD or DVD.</li> </ul>  |              |    |  |  |
| Consultation  |              |    |  |  |
| NSW Police may be required to consult with third parties before deciding your application.  |              |    |  |  |
| Please circle "yes" or "no" below whether you consent to the release of the following information to any third parties. This information will assist any third party to understand why you are seeking the information. |              |    |  |  |
| If available are you seeking access to Witness Statements?  | YES          | NO |  |  |
| Have you obtained an authority from the other person/s to release their statement to you? If 'YES', please attach written Authority.  | YES          | NC |  |  |
| If 'NO' consultation with other involved persons may be required.   |              |    |  |  |
| Please complete the 'CONSULTATION' section below.   |              |    |  |  |
| (To be completed ONLY if the documents you require involve or may involve other persons   | •)           |    |  |  |
| Do you wish for other involved persons to be contacted to obtain their consent to release information to you?   | YES          | NO |  |  |
| Do you understand that to engage in a consultation process, that the time to respond to you application will be extended by a further 15 days?  | ur<br>YES    | NC |  |  |
| Do you understand that as the information requested is considered non-personal that additional charges may apply ?  | ional<br>YES | NC |  |  |
| Do you require the personal information of other persons involved (eg name and address)?  | YES          | NC |  |  |
| Do you consent to the other party being given your details as the applicant requesting their information?   | YES          | NC |  |  |

Would you accept a statement without the personal information of the other party?

YES NO

NO

## **Disclosure Log**

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

| Do you object to this? (please tick one)  |
|---|
| ☐ YES<br>☐ NO   |
| <b>Note</b> : You will be contacted and given a further chance to object before the document(s)/information is placed on the Disclosure Log.  |
| Privacy Statement   |
| NSW Police is subject to the <i>Privacy and Personal Information Protection Act 1998</i> and the <i>Health Records and Information Privacy Act 2002</i> which requires us to comply with Information and Health Privacy Principles. Your personal information is being collected to process your application for information pursuant to Part 4, Division 1 of the <i>Government Information (Public Access) Act 2009</i> . NSW Police may use your personal information for the purposes of processing your application within the agency. |
| NSW Police is required to collect personal information directly from the individual unless the individual has authorised collection of the information from someone else. NSW Police will not disclose your personal information without your consent unless authorised by law.   |
| Your personal information will be held by NSW Police at 1 Charles Street, Parramatta NSW 2150. You have the right to access and correct the information if you believe that it is incorrect.  |
| Applicant's signature: Date:  |

#### <u>Mail</u>

NSW Police Information Access and Subpoena Unit Locked Bag 5102 Parramatta NSW 2124 T: 9768 0768

Applications can be lodged using the following methods:-

#### E-Mail

E: <u>gipaapp@police.nsw.gov.au</u> – A credit card authority <u>must</u> accompany any emailed application