



GIPA Reference Number

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, Given Name): Title:

Previous Names:

Company Name:

Postal address:

State: Postcode:

Preferred Contact Number: 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 identity 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

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)

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

Form of access

How do you wish to access the information?

- Inspect the document
- A copy of the document(s)
- Access in another way (please specify) Example: In the form of a CD or DVD.

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? YES NO
If 'YES', please attach written Authority.

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 your application will be extended by a further 15 days? YES NO

Do you understand that as the information requested is considered non-personal that additional charges may apply? YES NO

Do you require the personal information of other persons involved (eg name and address)? YES NO

Do you consent to the other party being given your details as the applicant requesting their information? YES NO

Would you accept a statement without the personal information of the other party? YES 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
 NO

Note: 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 *Privacy and Personal Information Protection Act 1998* and the *Health Records and Information Privacy Act 2002* 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 *Government Information (Public Access) Act 2009*. 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:

Applications can be lodged using the following methods:-

Mail

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

E-Mail

E: gipaapp@police.nsw.gov.au – A credit card authority **must** accompany any emailed application



NSW POLICE FORCE INFORMATION ACCESS & SUBPOENA UNIT

Government Information (Public Access) Act 2009

CREDIT CARD PAYMENT

Applicant Details:

Name:

.....
Surname Given Names

Business Name:

Daytime Contact Details - Telephone: (....)

Mobile:.....

Please indicate the reason for making this payment

Mark with 'x' in the appropriate box

Formal application \$30

\$15 (Proof of financial hardship must be supplied)

Internal Review \$40

\$20

Advance Deposit - 50% Initial Payment \$.....

Advance Deposit - Final Payment \$.....

CREDIT CARD AUTHORITY

Please debit my credit card the amount of \$..... (insert amount)

Card Type: Master Card Visa Card

Card Number : Expiry Date/.....

Cardholder Name:
(Please print)

Cardholder Signature:..... Date.....

OFFICE USE ONLY

IASU No..... Batch No. Date.....

SAP No.....