

## DEPARTMENT OF EDUCATION - Credit Card Payment Information

**Payment to be made at the following address:**

**GIPA/FOI –** <https://www.payway.com.au/MakePayment?BillerCode=301333>

**GIPA Ref/Applicant Name:** 10 character limit

In this field please use the surname of the person who's records you seek. I.e, your surname if seeking your own records, or your client's surname if seeking your client's records.

For non-personal applications, please use your own surname.

If you have a current GIPA or FOI reference number (for an open matter) please use this as the reference for this field (excluding dashes and spaces – eg GIPA220500).

Once payment has been made, a receipt will be emailed to you from the payment portal. Please send us a copy of the receipt with your application form, or with an email notifying us of payment of an advanced deposit/processing charges to [GIPA@det.nsw.edu.au](mailto:GIPA@det.nsw.edu.au)

**Subpoenas -** <https://www.payway.com.au/MakePayment?BillerCode=301341>

**Court Reference:** 10 character limit.

In this field please use the court reference located on the subpoena.

Once payment has been made, a receipt will be emailed to you from the payment portal. Please send us a copy of the receipt with your subpoena to [subpoenas@det.nsw.edu.au](mailto:subpoenas@det.nsw.edu.au)