



**Australian Government**  
**Department of Defence**

Freedom of Information  
CP1-6-001  
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Fax: 02 626 62112  
FOI@defence.gov.au

**FREEDOM OF INFORMATION REQUEST - PAYMENT AUTHORISATION**

FULL NAME or ORGANISATION		
Service or PMKEYS ID (if applicable)		
POSTAL ADDRESS:		
CONTACT PHONE NUMBERS	H/B	
	M	
EMAIL:		
FOI REFERENCE :		
DEPOSIT AMOUNT \$	<b>\$76.25</b>	

By signing this form you are agreeing to pay the charges notified to you by the Freedom of Information Directorate. Once you have signed this form the charges are considered imposed. The deposit is not refundable except in some limited circumstances (for example, if Defence fails to make a decision on your request within the statutory time limit), or may be refundable in part if the final charge is less than the deposit paid:

On completion of your request a final invoice will be generated for the outstanding balance of charges.

**PLEASE DO NOT SEND CHEQUES OR MONEY ORDERS TO FOI**

Once our office receives this form, the Department of Defence will generate an invoice in order for you to make payment of the agreed charges via one of the payment options made available.

**The FOI Directorate will not proceed to process your request until a receipt has been received in our office notifying that the deposit amount has been paid.**

Please sign below and return this form by one of the following:

via email to [xxx@xxxxxxx.xxx.xx](mailto:xxx@xxxxxxx.xxx.xx)  
via fax 02 6266 2112  
by post to the address noted above.

Signature: \_\_\_\_\_