

Government Information (Public Access) Act 2009 (GIPA Act) – Application form

Please complete this form to apply for formal access to government information under the *Government Information (Public Access) Act 2009* (GIPA Act). If you need help with filling out this form, please contact the appropriate agency's Right to Information Officer or visit their website (see over for details).

1. YOUR DETAILS

Title	First name	Family/Surname
Name of party on whose behalf you are acting (if applicable)		
Address (incl. unit number/street number/property number (include Lot or DP/PO Box/GPO Box/Private Bag/Locked Bag))		
Suburb	State	Postcode
Primary contact number	Secondary contact number	
Company		
Email address		
I agree to receive correspondence at the above email address.		

2. PROOF OF IDENTITY (if asking for personal information)

If you are seeking access to any personal information (including your own), you will need to provide proof of identity or authorisation from the person to which the personal information belongs. Please attach documentation to your application.

Identity type

- | | |
|-------------------------------------|---|
| Current Australian Driver's Licence | Letter of Authorisation (if acting on behalf of somebody) |
| Current Australian Passport | Other |
| Government issued Identity Card | |

3. APPLICATION FEE

The application fee for an access application is \$30. This fee must be paid to successfully lodge an application.

Payment Type

Cheque. *Please attach cheque to application form, payable to 'Department of Finance, Services and Innovation'.*

Money order. *Please attach money order to application form, payable to 'Department of Finance, Services and Innovation'.*

EFT payment. *Please attach a copy of transfer receipt from your financial institution to your application form.*

Subject description: Your surname – GIPA application fee

Pay: Department of Finance, Services and Innovation **ABN:** 81 913 830 179

Bank: Westpac **BSB:** 032 001 **Account Number:** 203164

4. GOVERNMENT INFORMATION

Please describe in detail the information you would like to access. If you do not provide enough detail we may not be able to process your application. Please attach any relevant documents if there is not enough space.

(space cont. over page)

4. GOVERNMENT INFORMATION cont.

Please provide other information that may assist us in finding the relevant information.

5. DISCOUNT OF PROCESSING CHARGES

You may be asked to pay a fee of \$30 an hour for processing your application. Some applicants may be entitled to a 50% reduction of processing charges on the grounds of personal hardship or because the information sought is of special interest to the public. If you wish to apply for a discount on the processing charges, please indicate the reason:

- Financial hardship (*attach supporting documentation – copy of pension, Department of Human Services or student card*).
- Not-for-profit organisation (*attach supporting documentation*).
- Special benefit to the public (*attach supporting documentation*).
- No discount applicable.

6. 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 the agency's 'disclosure log'. This is published on the agency's website. We will not publish personal information on the log.

Do you object to this? (Please tick one) Yes No

7. FORM OF ACCESS

How do you wish to access the information?

- Inspect the document(s) A copy of the document(s) Data on a spreadsheet
- Access in any other way. Please specify

8. CONSULTATION

We may need to consult with third parties before deciding your application. Please indicate in the boxes below whether you consent to the release of the following information to any third parties. This information will assist any third parties to understand why you are seeking the information.

Your name? Yes No

The details of the information you are seeking? Yes No

9. LODGEMENT AND CONTACT DETAILS

Please post or email this application to the following address: **Department of Finance, Services and Innovation**
Right to Information Officer
Level 22, McKell Building, 2-24 Rawson Place
SYDNEY NSW 2000
Tel: (02) 9619 8672
Email: gipa@finance.nsw.gov.au

For general information about the GIPA Act, contact the Information and Privacy Commission on 1800 472 679 or www.ipc.nsw.gov.au

Date application received

 / /

File reference

Privacy Statement: Information collected from you on this form is required by the Department of Finance, Services and Innovation (DFS) to determine the scope of your request for your Access Application Forms for a decision made under the GIPA Act. The information collected may be provided to third parties with your consent or as required or permitted by law. DFSI will correct or update your personal information at your request.