



# Formal Access Application (Formerly an FOI application) Government Information (Public Access) Act 2009 (GIPA)

Please print in BLOCK LETTERS with a black or blue pen

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 in filling out this form, please contact the Right to Information Officer on (02) 9716 2662 or visit our website at [www.facs.nsw.gov.au](http://www.facs.nsw.gov.au).

Please mark relevant boxes with a  If you need more room to answer any questions, please include details on a separate page and attach it to this form.

Please indicate the type of information you are seeking:

Housing

Child Protection

Ageing and disability

If applicable:

Application number

T File number

Client reference number

## Your details

Title

Mr, Mrs, Ms, Miss

Last name or family name

Given name (s)

Unit/House number

Street/Avenue

Town/Suburb

Postcode

Phone

Mobile

Date of birth

Email

## The questions below are optional and the information will only be used for the purposes of providing better service.

What is the main language you speak at home?

English

No  
give details

In what country were you born?

Are you of Aboriginal or Torres Strait Islander Origin?

Yes  
give details

No

Aboriginal

Torres Strait Islander

Aboriginal and  
Torres Strait Islander

## Proof of identity

When seeking access to government information, an applicant must provide proof of identity in the form of a copy of any one of the following documents:

Australian Driver's Licence - with photograph, signature and current address

Current Passport

Other - proof of signature and current address details (e.g. Health Care Card, Pensioner Concession Card)

## Application fee

Attach payment of the **\$30 application fee** made payable to the Department of Family and Community Services by cheque or money order only.

## Processing charges

For access to information of a personal nature, the application fee includes 20 hours of processing time, after which a processing charge of **\$30 per hour** will apply. For access to information of a non-personal nature, the application fee covers one hour of processing time, after which a processing charge of **\$30 per hour** will apply.

## Discount in application and processing charges

Some applicants may be entitled to a 50% reduction in their application and processing charges.

If you wish to apply for a discount, please indicate the reason(s).

- Are a holder of a Pensioner Concession Card or Health Care Card
- A full-time student
- Are a non-profit organisation (including a person applying for or on behalf of a non-profit organisation)
- Financial hardship – please attach supporting documentation (e.g. Health Care Card, Pensioner Concession Card).
- Special benefit to the public give details


## Authorising a person/agency to act on your behalf

Complete this section **ONLY** if you are authorising someone to act on your behalf

Name of person / agency acting on your behalf	<input type="text"/>		
Address of person / agency acting on your behalf	Unit/House number	<input type="text"/>	Street/Avenue <input type="text"/>
	Town/Suburb	<input type="text"/>	Postcode <input type="text"/>
	Phone	<input type="text"/>	Mobile <input type="text"/>
	Email	<input type="text"/>	

I authorise the persons/agencies named above to act on my behalf in matters concerning my Formal Access Application.

I know that I can change my mind and stop my consent at any time by writing or telling the Department of Family and Community Services (FACS) unless there is a current legal order in place.

Full name (please print)	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text" value="DD / MM / YYYY"/>

**Information requested**

Is it:  Personal information  Non-personal information

Give details of the information you are seeking:

**Form of Access**

How do you wish to access the information?

A copy of the document(s)

Other give details



**Consent**

The GIPA Act requires an agency to consult with third parties when considering the potential release of information about the other person's personal or other affairs. If we are required to consult other people about your application, we may need your consent to tell that person that you are the applicant. Please indicate if you consent to your identity as an applicant being disclosed:

Yes - I consent to my identity as an applicant under the GIPA Act being disclosed.

No - I do not consent to my identity as an applicant under the GIPA Act being disclosed.

### **Disclosure log**

If the information sought 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.

**Please note that this does not apply to your own personal information**

Do you object to this?  Yes give details  No


### **Signature**

Full name

Applicant's Signature

Date

### **Where do I lodge this form?**

You can lodge this form by mailing it to:

**Right to Information Unit  
Department of Family and Community Services  
Locked Bag 4028  
Ashfield NSW 2131**

General information about the GIPA Act is available by calling the Information and Privacy Commission NSW on freecall 1800 472 679 or at its website: [www.ipc.nsw.gov.au](http://www.ipc.nsw.gov.au).