

Our reference: 170594

10 November 2016



By Email: [foi+request-2364-f8117722@righttoknow.org.au](mailto:foi+request-2364-f8117722@righttoknow.org.au)

Department of  
Justice and Attorney-General

Dear Mitchell

I refer to your application under the *Right to Information Act 2009* (the RTI Act) received by the Department of Justice and Attorney-General (DJAG) on 9 November 2016 seeking access to:

*An explanation for the presence of a 7 digit number at the top right hand corner of your birth certificate.*

The terms of the application have been construed as outlined above. Please advise this office as soon as possible if managing the application in this way is inconsistent with the intention of your request.

I am writing to advise you that as it currently stands your application is noncompliant with the relevant application requirements of section 24 of the RTI Act. This means we cannot process your application as it currently stands. In order for us to process your application you will need to make it compliant by providing the following:

1. Complete, check and return the enclosed Right to Information and Information Privacy Access Application form. Please ensure question three and if relevant question four of the application form are answered. Please also ensure a contact number is provided and the declaration on the last page of the form is signed and dated.
2. Provide payment of the \$46.40 application fee as set out in the RTI Act. Applications that do not concern the applicant's personal affairs attract this application fee and should be paid at the time the application is made. As your request does not only seek information about yourself, the application fee is payable. This can be paid by cheque or money order payable to the Department of Justice and Attorney-General.

Please return your payment to: The Director  
Right to Information and Privacy Unit  
Department of Justice and Attorney-General  
GPO Box 149  
BRISBANE QLD 4001

3. The RTI Act is not an Act which gives persons a legally enforceable right to obtain answers to questions, nor to extract answers to questions from documents. The legally enforceable right is to be given access under the Act to documents of an agency. In so far as your request seeks answers to questions it cannot be progressed.

You will need to reply by 1 December 2016 otherwise, under the legislation, your application will be deemed to be noncompliant.

**Privacy Notice**

The Department of Justice and Attorney-General is authorised to collect personal information under the *Information Privacy Act 2009* and the *Right to Information Act 2009*. This information will be used to process your application and may be disclosed to various officers within the department. The information may also be disclosed to other agencies where it is necessary to transfer the application. You will be advised if a transfer occurs. Your personal information will not be disclosed to any third party without your consent, unless authorised or required by law.

Right to Information and Privacy Unit  
State Law Building  
50 Ann Street Brisbane 4000  
GPO Box 149 Brisbane  
Queensland 4001 Australia  
**Telephone (07) 3239 3439**  
**Facsimile (07) 3006 5929**  
**Website [www.justice.qld.gov.au](http://www.justice.qld.gov.au)**

For further enquiries please contact this office on telephone number 3227 7618, or via email at [RTIAdministration@justice.qld.gov.au](mailto:RTIAdministration@justice.qld.gov.au), quoting reference number **170594**.

Yours sincerely

A handwritten signature in black ink, appearing to read 'C. Murphy'.

Chantelle Murphy  
Acting Senior Administration Officer (Quality Assurance)  
**Right to Information and Privacy Unit**