



**REQUEST FOR INFORMATION UNDER THE
FREEDOM OF INFORMATION ACT 1991
(Community based clients, Members of the Public & Members of Parliament)**

APPLICANT DETAILS:

Title: (Mr/Ms/Mrs/Miss) Surname:

Given Name(s): DCS ID No:.....

Postal Address:

Postcode: Telephone (required):.....

DETAILS OF REQUEST: (To include dates/location/subject matter/or any information that would assist in identifying the document(s) sought. **If the document is not clearly identified, your application will not proceed further until clarification of the document sought**).

I seek access to the following document(s):

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.....

(If insufficient room, please complete on the back of the form)

Do the document(s) contain information about your personal affairs: **YES/NO**

FORMS OF ACCESS:

Copy: **YES/NO**

Inspection of document(s): **YES/NO**

Other (If yes, please describe): **YES/NO**

FEES AND CHARGES:

Please find enclosed a cheque to the amount of **\$34.25** to cover the application fee and the first two hours dealing with my application for *personal records*. I understand that additional fees and charges may apply to cover the cost of finding, sorting, compiling and copying documents, or undertaking consultation required by the FOI Act. Some of the costs include 20 cents to copy 1 page and \$12.80 per 15 minutes to deal with an application. (If further costs are required, you will be advised prior to release of the documents to arrange for payment.)

WAIVER OF FEES AND CHARGES

I understand that I may be eligible to have some of the fees and charges waived or remitted if I:

- (a) hold a current pensioner health benefits or concession card issued by the Commonwealth;
 - (b) hold a current State concession card issued by the Department for Communities and Social Inclusion;
 - (c) a totally and permanently incapacitated disability pensioner;
 - (d) a British Commonwealth Service Pensioner in receipt of a pension from, and assessed as eligible by, the Commonwealth Department of Veteran Affairs;
 - (e) in receipt of Commonwealth unemployment or sickness benefits or State financial assistance;
 - (f) hold a student identification card issued under the *State Transport Authority Act 1974*;
- or
- (g) by such other evidence as the agency may require that the fee or charge should be waived or remitted on the grounds of financial hardship.

Should you wish to pursue a waiver of the fees and charges you will need to forward a photocopy of a concession card or evidence in support of fees and charges being waived on the grounds of financial hardship. If no fee is attached and you do not qualify for a waiver of the fee then this application will not be valid until the fee has been received by the agency.

I understand that if I am dissatisfied with a determination I can apply for a review.

Applicants signature: **Date:**

PROOF OF IDENTITY (excluding Members of Parliament)

Photo identification must be produced before records can be made available. To avoid delays, applicants should submit a signed photocopy of a current Australian Drivers Licence, Passport (I.D. page), or South Australian Proof of Age Card. If no photo identification is provided, the documents will need to be collected from a nominated DCS office.

Requested documents (cont.):

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Please return forms to:

Freedom of Information
 Department for Correctional Services
 C/- GPO Box 1747
 ADELAIDE SA 5001

For further information call 8226 9000