

# Freedom of Information Act 1992

## Part 2 — Access to documents

### Division 1 — Right of access and applications for access

#### Section 12. How the application is made

- (1) The access application has to —
  - (a) be in writing;
  - (b) give enough information to enable the requested documents to be identified;
  - (c) give an address in Australia to which notices under this Act can be sent;
  - (d) give any other information or details required under the regulations; and
  - (e) be lodged at an office of the agency with any application fee payable under the regulations.
- (2) The access application may request that access to the documents be given in a particular way described in section 27(1).
- (3) An application may be lodged by delivery by hand, post or facsimile at an office of the agency to which it is directed.
- (4) If an application is lodged with an agency by post it is to be regarded as having been lodged with the agency at the end of the fifth day after it was posted.
- (5) If an application is lodged with an agency by facsimile it is to be regarded as having been lodged with the agency on the day on which it is transmitted.