

Mr James Smith  
[foi+request-3943-631e337b@righttoknow.org.au](mailto:foi+request-3943-631e337b@righttoknow.org.au)

Dear Mr Smith

**RE: APPLICATION TO ACCESS GOVERNMENT INFORMATION**

I refer to your correspondence received 8 August 2017 seeking information held by the Department of Health.

Your application for information from the Department of Health will be processed as a Freedom of Information application pursuant to section 18 of the *Information Act (NT)* ("the Act"). Section 18(2)(d) of the Act provides that an application is to:

*(d) specify an address to which correspondence regarding the application may be sent to the applicant.*

Please confirm whether you are satisfied with receiving correspondence and records, if applicable, via electronic means. Please note that depending on records identified as a result of your applicant, a postal address may be required.

Section 18(2A) of the Act provides that:

*(2A) The application is to be accompanied by the application fee.*

An application fee of \$30.00 is applicable to your request. A cheque or money order can be provided to the Information and Privacy Unit at the address specified at the top of this correspondence. All fees must be made payable to the Receiver of Territory Monies. Alternatively you may contact the Receiver of Territory Monies directly and make a credit card payment. If you choose to make payment in this manner you will be required to quote the following details:

Reference: FOI2017/135

Cost Code: 701078 166311

A copy of the RTM receipt should be forwarded electronically to the Information and Privacy Unit as evidence of payment.

*(3) Before accepting an application, a public sector organisation must satisfy itself as to the identity of the applicant.*

The Department of Health needs to be satisfied as to the identity of the applicant and, as such, the application needs to be accompanied by a form of suitable identification (ie: Drivers Licence, Passport, Birth Certificate).

Your application has not been accepted at this time pending receipt of the above additional information. The Department of Health will hold this application as pending for 30 days from the date of this letter unless otherwise agreed, after which the request will be closed. If for any reason you still require the records requested, a new request for information will be required.

Please see the link below for more information on making a Freedom of Information application to the Northern Territory Department of Health, which includes both the application form and the application for waiver/reduction of fees:

<https://health.nt.gov.au/health-governance/compliments-complaints-and-feedback/freedom-of-information>

If you have any queries or require any guidance on the above, please do not hesitate to contact me.

Yours sincerely



Tracy Richardson  
Manager, Information and Privacy

11 August 2017